

**MDW SOP FOR WREATH CEREMONIES, STATE MEDAL,  
PLAQUE CEREMONIES, AND MEMORIAL SERVICES**  
C 1

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY MILITARY DISTRICT OF WASHINGTON  
Fort Lesley J. McNair  
Washington, DC 20319**

**Change  
No. 1**

21 September 1983

**Miscellaneous Publications  
STANDING OPERATING PROCEDURES FOR WREATH CEREMONIES, STATE MEDAL,  
PLAQUE CEREMONIES, AND MEMORIAL SERVICES**

**Effective 30 September 1983**

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**Summary.** This change redesignates the MDW SOP for Wreath Ceremonies, State Medal, Plaque Ceremonies, and Memorial Services (previously published as MDW Pam 1-5). The new designation is MDW Reg 1-5 in the administration series; the title of the publication has been shortened.

**Suggested improvements.** The proponent of this regulation is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

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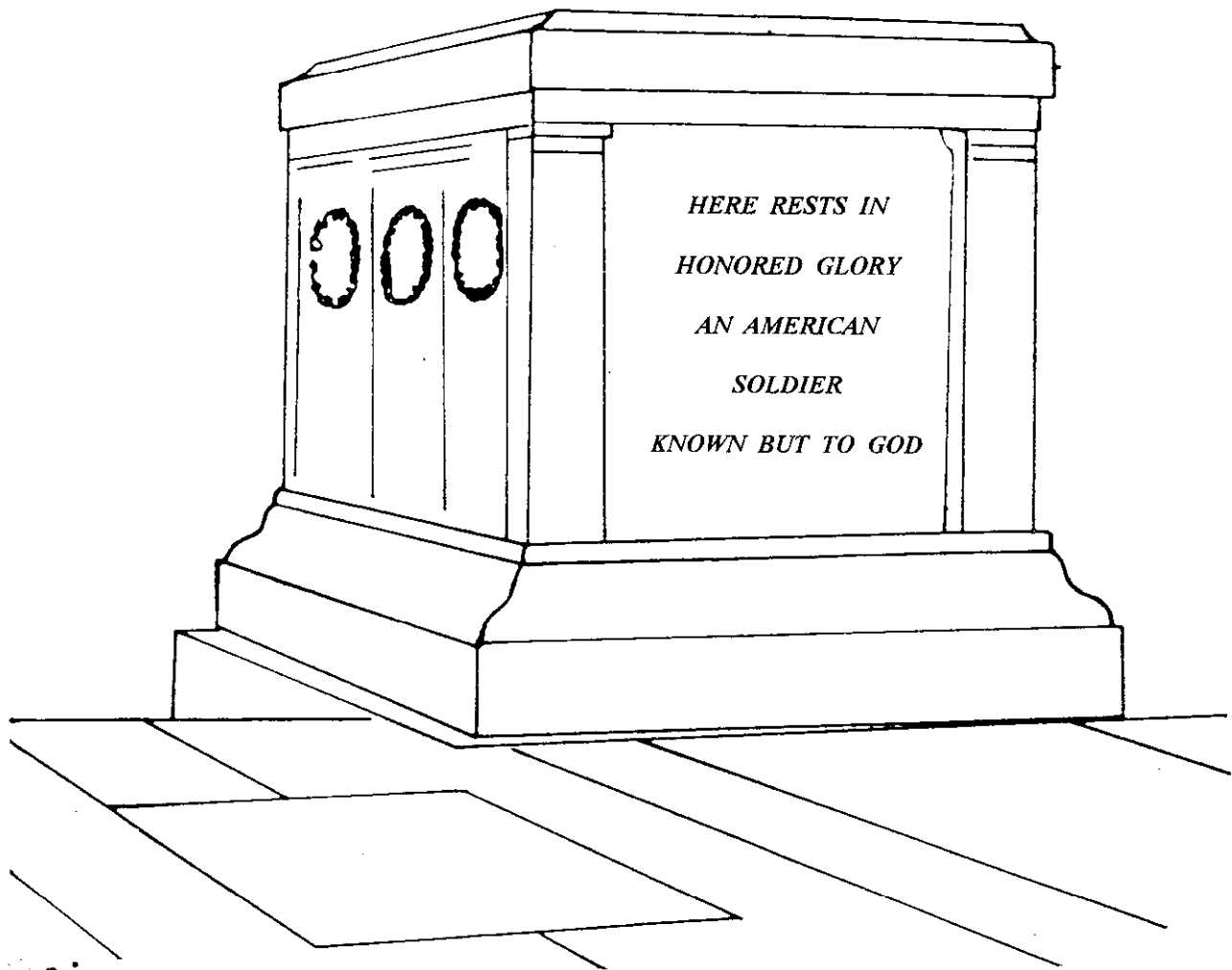
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***STANDING OPERATING PROCEDURES  
FOR  
WREATH CEREMONIES, STATE MEDAL, PLAQUE CEREMONIES,  
AND MEMORIAL SERVICES***



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF  
WASHINGTON**

**THIS IS A REPRINT. CHANGE 1 IS  
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**DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY MILITARY DISTRICT OF WASHINGTON  
Fort Lesley J. McNair  
Washington, DC 20319**

**MDW Regulation  
No. 1-5**

**5 October 1982**

**Administration  
WREATH CEREMONIES, STATE MEDAL CEREMONIES,  
PLAQUE CEREMONIES, AND MEMORIAL SERVICES**

**Effective 5 October 1982**

**Applicability.** This regulation applies to all participating elements of the Armed Forces (authority: Assistant Secretary of Defense Memorandum for Secretary of the Army, Secretary of the Navy, and Secretary of the Air Force, 12 November 1976, subject: Armed Forces Support of Ceremonies for Official Activities in Washington, D.C.). In the US Army Military District of Washington (MDW), this regulation applies to Director of Ceremonies and Special Events; Deputy Chief of Staff for Operations, Plans, and Security; Staff Medical Adviser; Public Affairs Officer; Superintendent, Arlington National Cemetery; Commander, 3d US Infantry (The Old Guard); and Commander, The US Army Band (Pershing's Own). This regulation also applies to Commander, US Army Audiovisual Center.

**Supplementation.** Issue of supplements to this regulation within MDW is prohibited.

**Suggested improvements.** The proponent of this regulation is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

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\*This regulation supersedes MDW Pam 1-5, 25 April 1968.

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## **CHAPTER 1**

### **GENERAL**

#### **1-1. PURPOSE.**

a. The procedures, policies, and responsibilities outlined herein are furnished for the guidance of all concerned with the conduct of wreath ceremonies, state medal, plaque ceremonies, and memorial services.

b. This chapter reiterates general guidance contained in the Visitor's Rules for Arlington Cemetery (32 CFR 553.22). Should questions arise about these rules, the specific language in 32 CFR 553.22, should be examined.

**1-2. CEREMONIAL SITES.** Although the ceremonies are normally conducted at the sites indicated in the various chapters, they may be conducted with the appropriate modification at any other location in Arlington National Cemetery or in the Washington DC area.

#### **1-3. EXPLANATION OF TERMS.**

a. Official ceremony. A memorial service or ceremony approved by the Commanding General, Military District of Washington (MDW), in which primary participants are authorized representatives of the United States Government, a state government, a foreign country, or an international organization who are participating in an official capacity.

b. Private Memorial service. A memorial service or ceremony other than an official ceremony, conducted at a private gravesite within Arlington National Cemetery by a group of relatives or friends of the deceased. No advance permission for such private gravesite services is required.

c. Public memorial service. A ceremony other than an official ceremony open to any member of the public, conducted at the Arlington Memorial Amphitheater, the Confederate Memorial, the Mast of the Maine, the John F. Kennedy Grave, or similar historic shrines within Arlington National Cemetery designated by the Superintendent, Arlington National Cemetery.

d. Public wreath-laying ceremony. A brief ceremony other than an official ceremony, in which members of the Tomb Guard, present a wreath or similar memento, approved by the Superintendent, ANC, or Commanding General, MDW, at the tomb and plaza area of the Tomb of the Unknown Soldier. Participants follow the instructions of the Tomb Guards, Superintendent, ANC, and Commanding General, MDW, in carrying out the presentation. The ceremony is open to any member of the public to observe.

#### **1-4. RESPONSIBILITIES.**

a. The Commanding General, Military District of Washington (MDW), will coordinate, plan, and supervise Armed Forces participation in connection with official visits of certain dignitaries to Washington on those occasions in which the White House, Department of State, and/or Department of Defense have an interest.

b. The Commanding General, MDW, is responsible for the execution of ceremonies in which the Department of the Army has primary interest.

c. The Superintendent, ANC, is responsible for the approval and oversight of private and public memorial services and public wreath-laying ceremonies. This includes all ceremonies other than official ceremonies.

d. Detailed responsibilities for cooperating services and agencies, MDW, subordinate commands, and MDW, as the representative of the Commanding General, MDW, is charged with the proper execution of these ceremonies. Therefore, in any situation that is not covered in this SOP, or that may require changing this SOP, the MDW Ceremonies Officer present in coordination with the Superintendent, ANC will make the decisions and direct the actions required.

e. Troop commanders of each service element will insure that all weapons are cleared prior to departure from home station. Upon reporting to the ceremony site, troop commanders will inform the MDW Ceremonies Officer that all weapons are clear. The MDW Ceremonies Officer will inform the host agency security agent that all weapons are clear.

#### **1-5. CONDUCT OF CEREMONIES AND MEMORIAL SERVICES.**

a. Arlington National Cemetery is a shrine to the honored dead of the Armed Forces of the United States. Certain acts, appropriate elsewhere, are not appropriate in a national cemetery. All visitors, including persons attending or taking part in memorial services and ceremonies, are required to conduct themselves with-decorum and decency while within the cemetery grounds. It is unlawful to—

(1) Conduct any memorial service or ceremony within the cemetery except private memorial services or memorial services or ceremonies approved by the Superintendent ANC or Commanding General, MDW. All memorial services and ceremonies, except official ceremonies, will be conducted in accordance with the rules in (c) below. Official ceremonies will conform to guidance and procedures in this publication.

(2) Engage in any picketing, demonstration, or similar conduct within the cemetery.

(3) Engage in any orations, speeches or similar conduct within the Cemetery grounds, unless part of a memorial service or ceremony approved as required by subparagraph (1) above.

(4) Display any placards, banners, flags or similar devices within the cemetery grounds; unless in the case of a flag, its use is approved by the Superintendent ANC or Commanding General, Military District of Washington, as part of an authorized memorial service or ceremony.

(5) Distribute any handbill, pamphlet, leaflet or other written or printed matter within the Cemetery grounds, unless, in the case of a program, its use is approved by the Superintendent, ANC, or Commanding General, MDW, as part of an approved memorial service or ceremony.

(6) Play any radio, tape recorder, musical instrument, or loudspeaker within the Cemetery grounds, unless, in the case of a loudspeaker, its use is approved by the Superintendent, ANC or Commanding General, MDW, as part of an approved memorial service or ceremony.

(7) Engage in any other acts <sup>e</sup>proscribed by 32 CFR 553.22(f).

b. The Plaza at the Tomb of the Unknown Soldier is reserved for formal military ceremonies honoring the Unknown Soldier, and the only ceremonies conducted on the Plaza will be—

(a) Official and public wreath ceremonies.

(b) The changing of the Guard.

(c) Those contained in this SOP or as directed by CG, MDW.

(d) Those directed by proper authority in other armed services, and as approved by Commanding General, MDW.

c. Requests to conduct memorial services and ceremonies are subject to the following rules:

(1) Other than official ceremonies. Requests by members of the public to conduct memorial services or ceremonies are submitted to the Superintendent, ANC. Such request must describe the proposed memorial service or ceremony in detail to include the type of service; its proposed location, the name of the individual or organization sponsoring the service, the names of all key individuals participating in the service, the estimated number of persons expected to attend the service, the expected length of the service, the service's format and content, whether permission to use loud-speaker systems or musical instruments or flags during the service is requested, and, if so, the number, type and how they are planned to be used; whether permission to distribute printed programs during the service is requested, and if so, a description of the programs; and, whether military support is requested. Individuals and organizations sponsoring memorial services or ceremonies must provide written assurance that the services/or ceremonies are not partisan in nature, as defined in paragraph 1-5d(2) of this pamphlet, and that they and their members will obey all rules set out in this section and act in a dignified and proper manner at all times while in the Cemetery grounds.

(2) Requests to conduct official ceremonies are submitted to the Commanding General, MDW.

(3) Memorial services or ceremonies may be conducted only after permission has been received from the Superintendent ANC or Commanding General, MDW, and only at the areas designated.

(a) Individuals or organizations may be authorized to conduct public memorial services in Arlington National Cemetery only at the Arlington Memorial Amphitheater, the Confederate Memorial, the John F. Kennedy Grave, and other historic shrines designated by the Superintendent.

(b) Individuals may be authorized to conduct public wreath placing ceremonies at the Tomb of the Unknown Soldier.

d. All memorial services and ceremonies within Arlington National Cemetery, other than official ceremonies, will be conducted in accordance with the following rules:

(1) Memorial services and ceremonies must be purely memorial in purpose and dedicated either to the memory of all those interred in the cemetery, to all those dying in the

military service of the United States or its allies, or to the memory of the individual or individuals interred or to be interred at a particular gravesite.

(2) A service is partisan, and therefore inappropriate, if it includes commentary in support of, or in opposition to, or attempts to influence, any current policy of the Armed Forces, the Government of the United States or any state of the United States; if it espouses the cause of a political party; or if it has a primary purpose to gain publicity or engender support for any group or cause.

(3) Individuals participating in public wreath placing ceremonies will not speak during the ceremony.

(4) Individuals participating in public memorial services at the John F. Kennedy Grave will not speak during the service. A reservation is not necessary to visit the John F. Kennedy Gravesite, nor are formal wreath-placing ceremonies conducted at the former President's Gravesite, except on official occasions. A group may visit the gravesite with the viewing public and place a floral tribute as they pass the gravesite.

#### **1-6. RECORDS AND COORDINATION.**

a. The Director, Ceremonies and Special Events, MDW will maintain, in coordination with the Superintendent, ANC, appropriate documentation and records concerning the consideration and approval of ceremonies and services.

b. The Director, Ceremonies and Special Events, MDW will refer to the office of Staff Judge Advocate, MDW, before final approval or denial by the Commanding General, MDW or the Superintendent, ANC, any requests to conduct services or ceremonies which may potentially include conduct prohibited by the Visitor's Rules (32 CFR 553.22) or any request for an activity in the Cemetery that, whether approved or denied is likely to result in adverse publicity, criticism, or litigation, concerning the decision to approve or deny. He will also include his proposed recommendation for disposition and the reasons therefore.

#### **1-7. HONORS.**

a. No personal honors will be sounded at the Tomb of the Unknown Soldier. Persons entitled to a gun salute will receive these honors per AR 600-25.

b. Full honor ceremonies will always include the playing of the National Anthem of the United States in honor of the Unknown Soldier of the United States. Full honor ceremonies that are conducted for a foreign dignitary will also include the national anthem of the dignitary's country in honor of the unknown dead of the visitor's country. In this case, the band will play the National Anthem of the foreign country first followed by the National Anthem of the United States.

#### **1-8. UNIFORM.**

a. Unless otherwise indicated, the uniform will be US Army ceremonial blues or service equivalent, with appropriate arms, bayonets fixed.

b. Inclement Weather Uniform:

(1) Overcoats (or service equivalent) will be worn when the effective temperature is forty five (45) degrees F and below with no predicted or actual precipitation.

(2) Raincoats will be worn when the effective temperature is 30 degrees or above with predicted or actual precipitation. When raincoats are worn or carried, umbrella bearers will be present at the ceremony site.

(3) Effective temperature is determined by the actual thermometer reading (in degrees Fahrenheit) and wind speed.

(4) When raincoats or overcoats are worn, the blouse (or service equivalent) will be worn beneath the outer garment. In all cases, the blouse (or service equivalent) will be brought to the ceremonial site.

(5) In the event guidance on uniforms has not been received from this headquarters, the ceremonies officer of each participating service will check with the MDW Ceremonies Officer. If contact cannot be made, and the weather is uncertain (intermittent rain, wind, borderline temperature), raincoats or overcoats, as appropriate, will be brought to the ceremony site.

c. Personnel not in the prescribed uniform will be eliminated from the formation by the Commander of Troops or the MDW Ceremonies Officer.

#### **1-9. VISITORS HOURS.**

a. Unless otherwise posted or announced by the Superintendent, ANC visitors will be admitted during the following hours:

- (1) October through March - 8:00 a.m. through 5:00 p.m.
- (2) April through September - 8:00 a.m. through 7:00 p.m.

b. It is unlawful to enter or remain in the cemetery beyond the time established by the official visitors' hours.

#### **1-10. DRESS CODE.**

a. Personal appearance and dress of persons participating in ceremonies at the Tomb of the Unknown Soldier will be in keeping with the dress standards expected on such dignified occasions. If a visitor's dress is not appropriate (e.g., blue jeans, patched trousers, cut-off shorts, tank tops, halter tops, shower shoes, or similar clothing), the Commanding General, MDW or his representative has the authority to prohibit him or her from placing a wreath at the Tomb of the Unknown Soldier.

b. The Director of Ceremonies and Special Events will provide each requester with a copy of the dress code, the ANC visitor rules, and the sequence of events of the ceremony.

#### **1-11. REFERENCES**

a. DOD Memorandum, subject: Armed Forces Support for Ceremonies for Official Activities in Washington, DC, dated 12 November 1976.

b. DOD Memorandum, subject: Military support for events in the National Capital Area, dated 28 October 1977.

c. Army Regulation 600-25, 15 May 1970.

d. Field Manual 22-5, 12 November 1971.

- e. Technical Manual 10-287, 15 August 1973.
- f. MDW Regulation 10-30, 1 February 1980.
- g. Federal Register Vol. 45, No. 236, Sec. 553.22, 5 December 1980.



## CHAPTER 2

### ARMED FORCES FULL HONOR WREATH CEREMONY—PRESIDENTIAL

#### Section I. GENERAL

2-1. **AUTHORITY.** When directed by the Department of Defense this ceremony will be conducted for the President of the United States, or the President's Representative.

2-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to contact the host agency directly to coordinate the following:

- a. The composition of the presidential party.
- b. The names of other dignitaries who will attend the wreath ceremony.
- c. Special requirements.

d. Normally, the President or his representative will attend a memorial service in the Amphitheater following the wreath ceremony.

2-3. **HOST.** The Commanding General, MDW, will be the host. If the CG, MDW, is not available, a general officer designated by the Chief of Staff, US Army, will serve as host.

#### 2-4. RESPONSIBILITIES

- a. Director, Ceremonies and Special Events, Headquarters, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with the White House, Department of Defense, Department of the Army, other armed services, elements of MDW and other agencies as required.
- (4) Brief the host and dignitary on the ceremonial procedures.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House military office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

- b. Superintendent, Arlington National Cemetery, will-

- (1) Provide electric power to support news media as requested by the Public Affairs Officer, MDW.
- (2) Request a sound system for the announcement of the ceremony.

- c. Deputy Chief of Staff for Operations, Plans, and Security, MDW, will-
- (1) Coordinate security requirements.
  - (2) Provide military security personnel.
  - (3) Concentrate on the exterior of the ceremonial area, so that security for the official party is inconspicuous.
- d. Public Affairs, Officer MDW, will-
- (1) Coordinate all news media coverage of the ceremony.
  - (2) Coordinate placement of stands for TV, movie, and still photographers near the Tomb of the Unknown Soldier.
  - (3) Limit access to reserved press areas; special press accreditation must be shown to enter. Accreditation procedures will be coordinated with the U.S. Secret Service.
  - (4) Maintain liaison with the White House Press Office and coordinate the movement of the White House press pool.
  - (5) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.
  - (6) Provide a fact sheet for the ceremony.
- e. Staff Medical Advisor, MDW will-
- (1) Provide two (2) (ambulances) with medical personnel, including one (1) doctor, in locations chosen by the Director, Ceremonies and Special Events and AIC, Secret Service.
  - (2) Coordinate medical support requirements.
  - (3) Evacuate any casualties as quickly and quietly as possible.
  - (4) Provide the Director, Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the name, rank, unit, probable cause, and disposition of each casualty.
- f. Commanding Officer, 3d United States Infantry (The Old Guard), will-
- (1) Conduct traffic control and parking operations within Arlington National Cemetery.
  - (2) Mark troop positions for the ceremony.
  - (3) Provide ceremonial and supporting troops as indicated herein.
- g. Commanding Officer, The United States Army Band (Pershing's Own) will provide a ceremonial band and coordinate all musical requirements.

h. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

i. Commandant, Naval District Washington, will provide ceremonial troops as indicated herein.

j. Commander, 1100th Air Base Group, will provide ceremonial troops as indicated herein.

k. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia will provide ceremonial troops as indicated herein.

l. Commander, USA Audiovisual Center, will provide photographic coverage as directed by Ceremonies and Special Events, Headquarters, MDW.

#### 2-5. **REPORTING TIME**

a. The State and Territorial Flag Cordon will report for rehearsal one and one-half (1 1/2) hours before the ceremony time.

b. All others will report one (1) hour before the ceremony time.

2-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer in the Tomb Guard Quarters ten (10) minutes after the troop reporting time. The following personnel will attend:

- a. Commander of Troops.
- b. Liaison Officer, 3d US Infantry.
- c. Drum Major.
- d. OIC, State and Territorial Flags.
- e. Color Sergeant, Armed Forces Color Guard.
- f. Communications, 3d US Infantry Salute Battery.
- g. Sergeant of the Guard, Tomb of the Unknown Soldier.
- h. Senior medic.

2-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer as required.

## Section II. TROOP LIST

### 2-8. CEREMONIAL ELEMENTS

a. Band: The United States Army Band (Pershing's Own):

- (1) Conductor, and Drum Major.
- (2) Band: One (1) thirty (30) piece band.
- (3) One (1) separate bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

(1) Commander of Troops One (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(3) Armed Forces Color Guard: Two (2) color bearers with the United States flag and the US Army flag and one (1) color guard with a weapon.

\* (4) State and Territorial Flag Cordon: One (1) officer, two (2) non-commissioned officers, and fourteen (14) flag bearers.

(5) Honor Cordon: One (1) officer and four (4) enlisted.

(6) Street Honor Cordon: Two (2) officers, two (2) noncommissioned officers, and one hundred and twenty (120) enlisted.

(7) Salute Battery: Four (4) guns.

(8) Wreath Bearer: One (1) enlisted.

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Marine Corps flag and one (1) color guard with a weapon.

\* (3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

(4) Honor Cordon: Four (4) enlisted.

d. United States Navy (Commandant, Naval District of Washington):

(1) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Navy flag.

- \* (3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.
- (4) Honor Cordon: Four (4) enlisted.

e. United States Air Force (Commander, 1100th Air Base Group):

- (1) Formation: One (1) flight leader and one (1) (3x5) flight.
- (2) Armed Forces Color Guard: One (1) color bearer with the US Air Force flag.
- \* (3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.
- (4) Honor Cordon: Four (4) enlisted.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

- (1) Formation: One (1) platoon leader and one (1) (3x5) platoon.
- (2) Armed Forces Color Guard: One (1) color bearer with the US Coast Guard flag.
- (3) Honor Cordon: Four (4) enlisted.

2-9. **SUPERNUMERARIES.** Each service will provide one (1) supernumerary without a weapon.

2-10. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. One (1) Escort Officer, with sedan, to escort the official motorcade within Arlington National Cemetery, and to coordinate the firing of the cannon salute.

b. Liaison Officer.

c. Traffic Guides as required.

d. Parking Guides as required.

e. Plaza Guards: One (1) NCOIC and four (4) enlisted minimum.

f. Crowd Control: One (1) NCOIC and five (5) enlisted minimum.

g. Route Restraining: One (1) NCOIC and nine (9) enlisted minimum.

h. Door Openers: Two (2) enlisted personnel to open doors at the dismount point and two (2) enlisted personnel to open doors at the Memorial Display Room.

i. Wheelchair Bearers as required.

j. Umbrella Bearers as required.

\*In the event the President delegates a representative other than the Vice President to place the wreath, the state and territorial flag cordon will be deleted and the honor cordon will be used instead.

- k. Marking Detail: personnel to mark the ceremony site.
- l. Announcer.

### **Section III. SEQUENCE OF EVENTS**

2-11. **MARCH ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

2-12. **ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes before the scheduled time of the ceremony. The MDW Ceremonies Officer will brief the host, if required.

2-13. **ARRIVAL OF THE PRESIDENT.**

a. The Presidential party will arrive at Memorial Gate. They will be met by the escort officer, who will escort the motorcade to the dismount point at the North Entrance of the Amphitheater. A 21-gun salute (or appropriate salute if the Presidential Representative is placing the wreath) will be fired while the party is enroute. The street honor cordon will salute by the ripple.

b. The Honor Guard and State and Territorial Flag Cordon (Honor Cordon, if a Presidential Representative places the wreath) will come to "ATTENTION" two (2) rounds from the end of the cannon salute.

2-14. **MOVEMENT TO THE PLAZA.**

a. The host will meet the President and brief the ceremony if required. The MDW Ceremonies Officer will organize the official party accompanying the President.

b. The host will escort the President and official party through the cordon of state and territorial flags. As the party proceeds through the cordon, the state and territorials will remain at "the carry."

c. If the honor cordon is used, the honor cordon will "PRESENT ARMS" when the Presidential representative approaches the honor cordon. The honor cordon will "ORDER ARMS" when the representative exits the honor cordon.

2-15. **HONORS TO THE DEAD.** The President, with the host and official party, will halt in front of the Tomb. When the entire party is in position, the honor guard and honor cordon will "PRESENT ARMS" and the band will play the National Anthem of the United States. On the first note of the music the President and host will render the appropriate salute. At the conclusion of the National Anthem of the United States the President and host will terminate their salute and the honor guard will "ORDER ARMS." (The honor cordon will return to "the carry.")

2-16. **PLACING OF THE WREATH.** At this time, the wreath bearer, bugler, and drummer move forward. The wreath bearer stops in front of the President. When the President touches the wreath, the honor guard and honor cordon will "PRESENT ARMS". The President moves forward with hands on the wreath as the wreath bearer backs toward the Tomb, and places the wreath at the location indicated by the wreath bearer. The President then returns to the position beside the host. As soon as the President has returned to the position, the President will face the Tomb, the drummer will sound four muffled ruffles, and the bugler will play TAPS. On the first note of the drum beat the President and host will render the appropriate salute.

2-17. **MOMENT OF SILENCE.** At the conclusion of TAPS the President and host will terminate their salute and the honor guard will "ORDER ARMS", (the flag cordon returns to

"the carry") and all individuals not under arms will remove their headgear and assume an attitude of prayer for 30 seconds. (The wreath bearer will indicate the moment of silence to all by removing his cap and marks the conclusion by replacing his cap and a heel click at the end of 30 seconds.) At the conclusion of the 30 second period of silence, all will recover.

**2-18. MOVEMENT TO THE MEMORIAL DISPLAY ROOM.** The host will escort the President into the Memorial Display Room. When the President enters the Memorial Display Room, the troops on the plaza and the state and territorial flag cordon will be dismissed.

**2-19. DEPARTURE OF THE PRESIDENT.**

a. Following the memorial service in the Amphitheater, the host will escort the President out the Northeast Entrance of the Amphitheater through the honor cordon to the President's automobile. The honor cordon will "PRESENT ARMS" when the President approaches the honor cordon. When the President enters the vehicle, the honor cordon will "ORDER ARMS." As the President's vehicle departs, led by the escort officer, a 21-gun salute will be fired while the motorcade is enroute to Memorial Gate. The street honor cordon salutes by the ripple. After the last round of the 21-gun salute is fired, the troops will be dismissed.

b. If the President is to depart the cemetery immediately following the wreath ceremony, the host will escort the President back through the state and territorial flag cordon (State and Territorial Flags remain at the carry) to the President's automobile instead of the Memorial Display Room. After the last round of the 21-gun salute is fired, the troops will be dismissed.

c. If the President's representative is to depart the cemetery immediately following the wreath ceremony, the honor cordon commander will follow the sequence in b above.



CHAPTER 2

SECTION V

DIAGRAMS

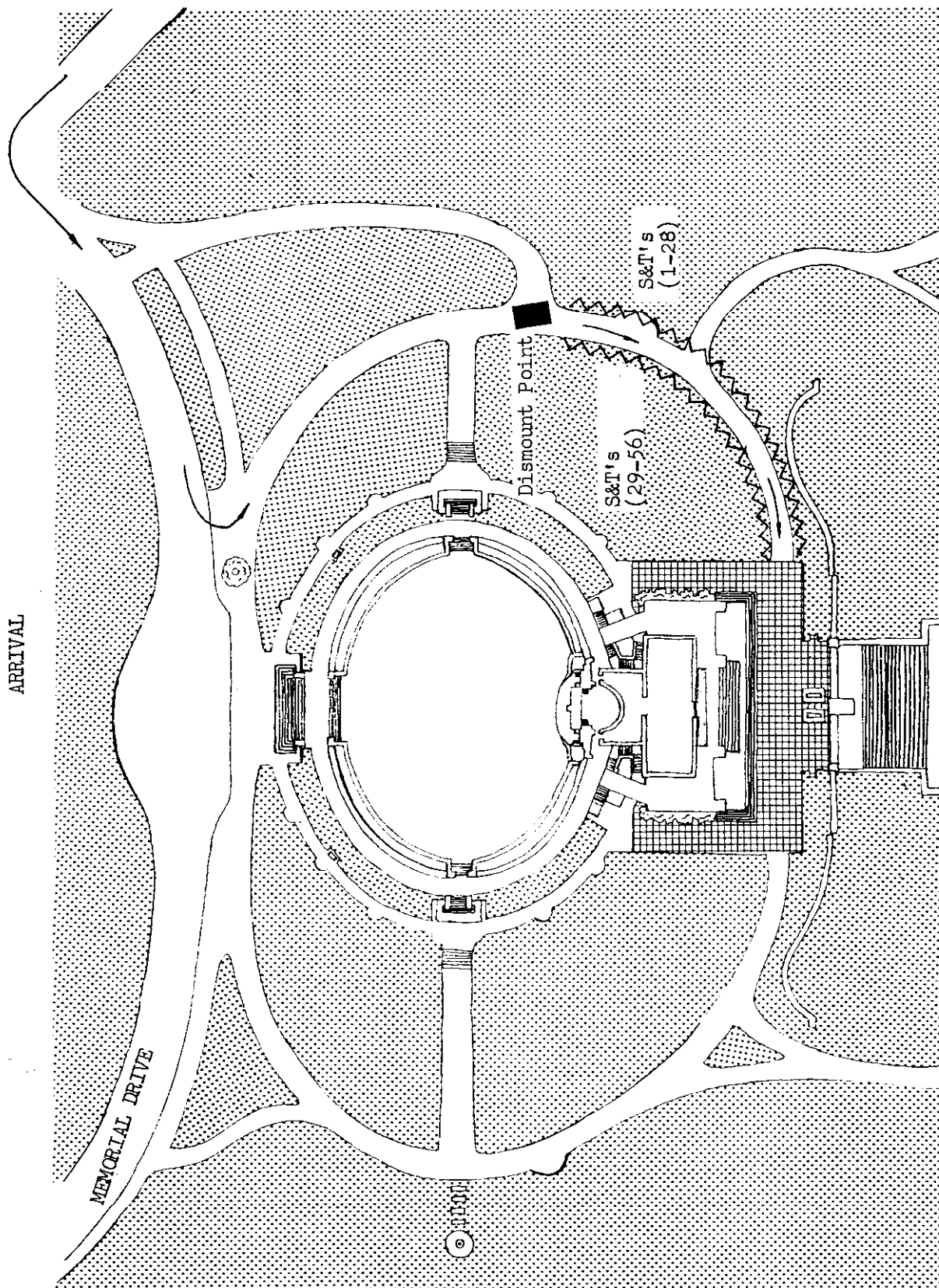
CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL

Section IV

DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
Commander of Troops	1															1		
Marching Platoon - 3x5	1		15	1		15	1		15	1		15	1		15	5		75
Armed Forces Color Gd		1	2			2			1			1			1		1	7
S&T Flag Cordon	1	2	14			14			14			14			14	1	2	56
Street Honor Cordon	2	2	120													2	2	120
Out Honor Cordon	1	1	4			4			4			4			4	1	1	20
TUSAB	1	1	30													1	1	30
Drummer			1															1
Bugler			1															1
Salute Battery	1	2	12													1	2	12
Commo NCO		1															1	
Liaison Officer	1															1		
Escort Officer	1															1		
Door Openers (Car)			2															2
Door Openers (Mem Display Rm)			2															2
Marking Detail			2															2
Announcer			1															1
Wreath Bearer		1															1	
* Umbrella Bearers (minimum)			4															4
* Wheelchair Bearers																		
Plaza Guards (minimum)		1	4														1	4
* Parking Guides																		
* Traffic Guides																		
Route Restraining		1	9														1	9
Crowd Control(minimum)		1	5														1	5

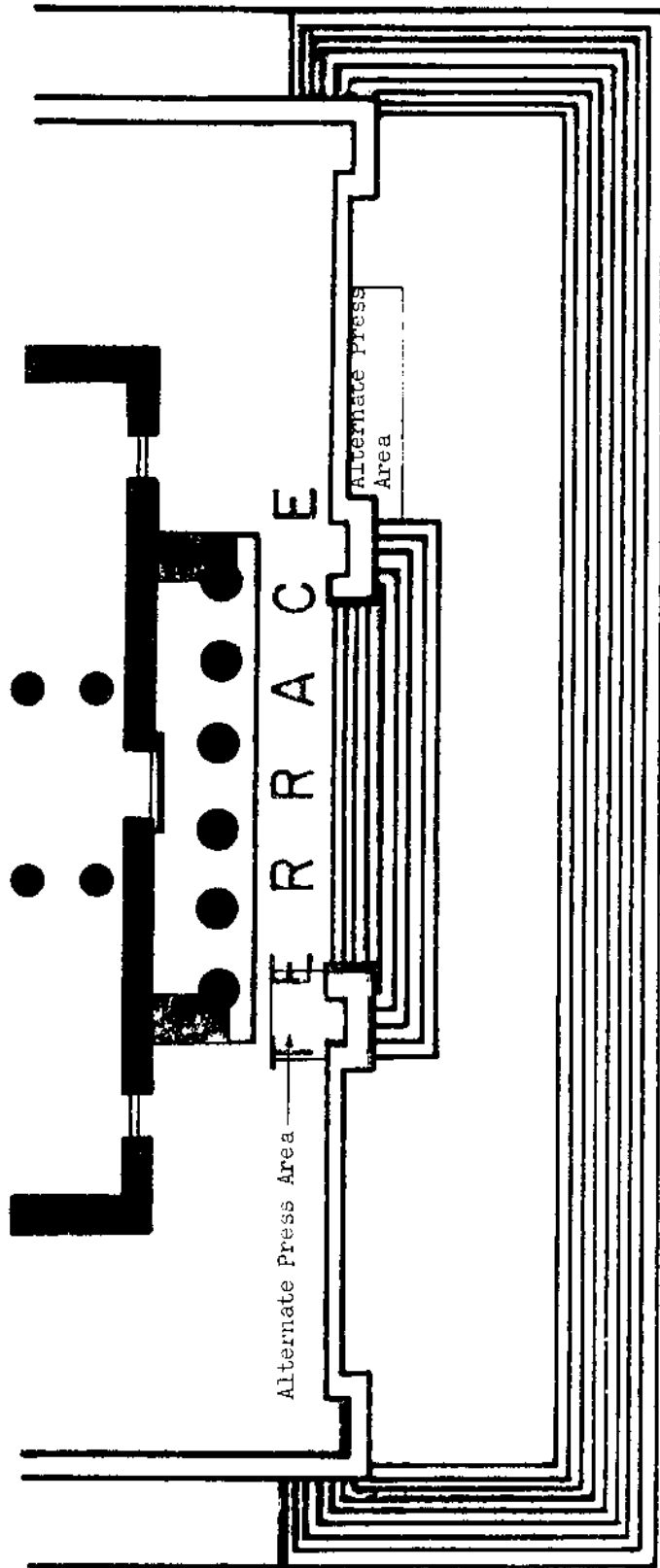
\* As Required

ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL  
ARRIVAL



# ARMED FORCES PULL HONOR WRATH CEREMONY - PRESIDENTIAL

## TROOP FORMATION



1. Host
2. Dignitary
3. Wreath Bearer
4. Bugler
5. Drummer
6. Armed Forces Color Guard

BAND

6

2 • • 1

3  
4  
5

Press

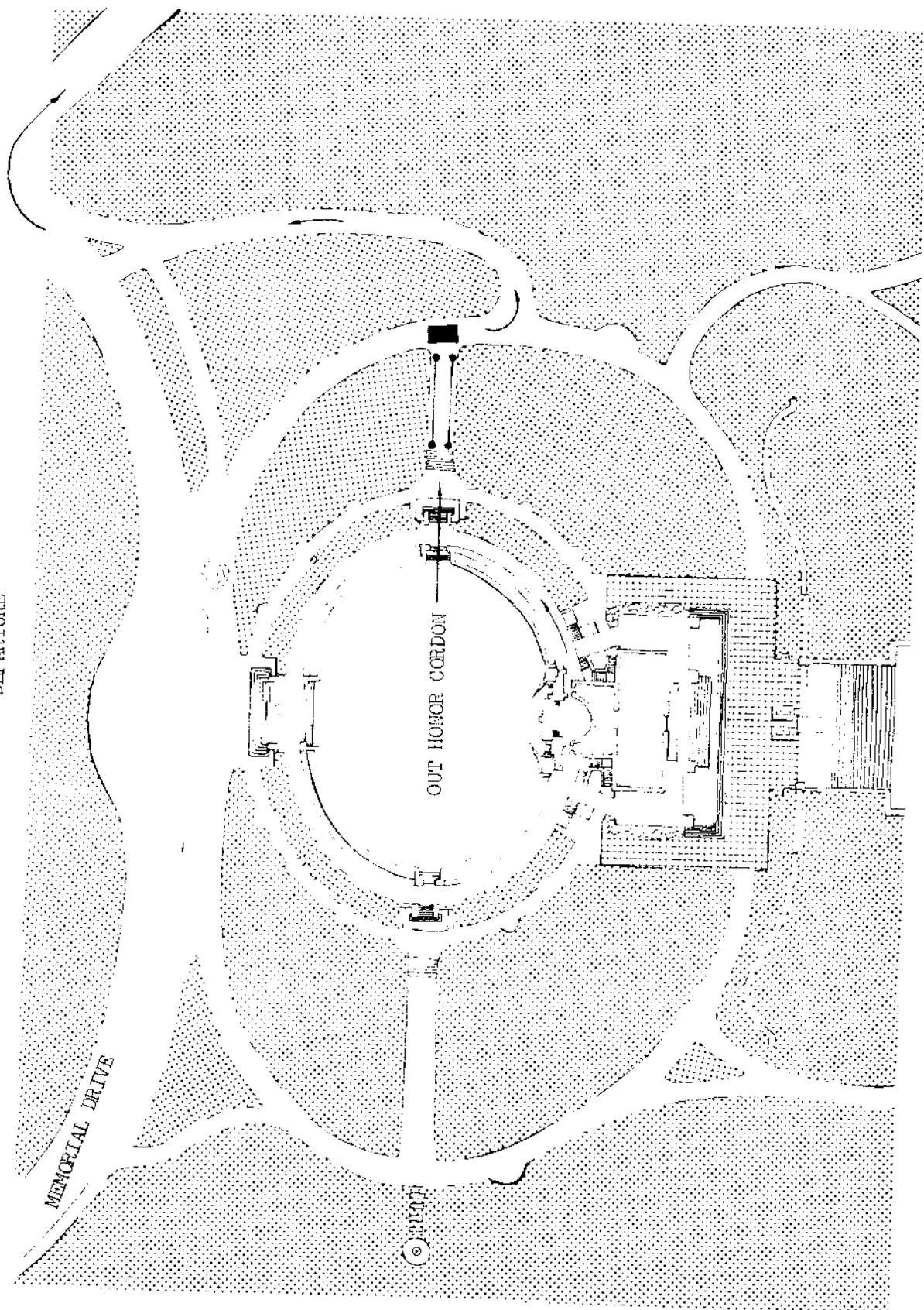
USAF USMC

USA

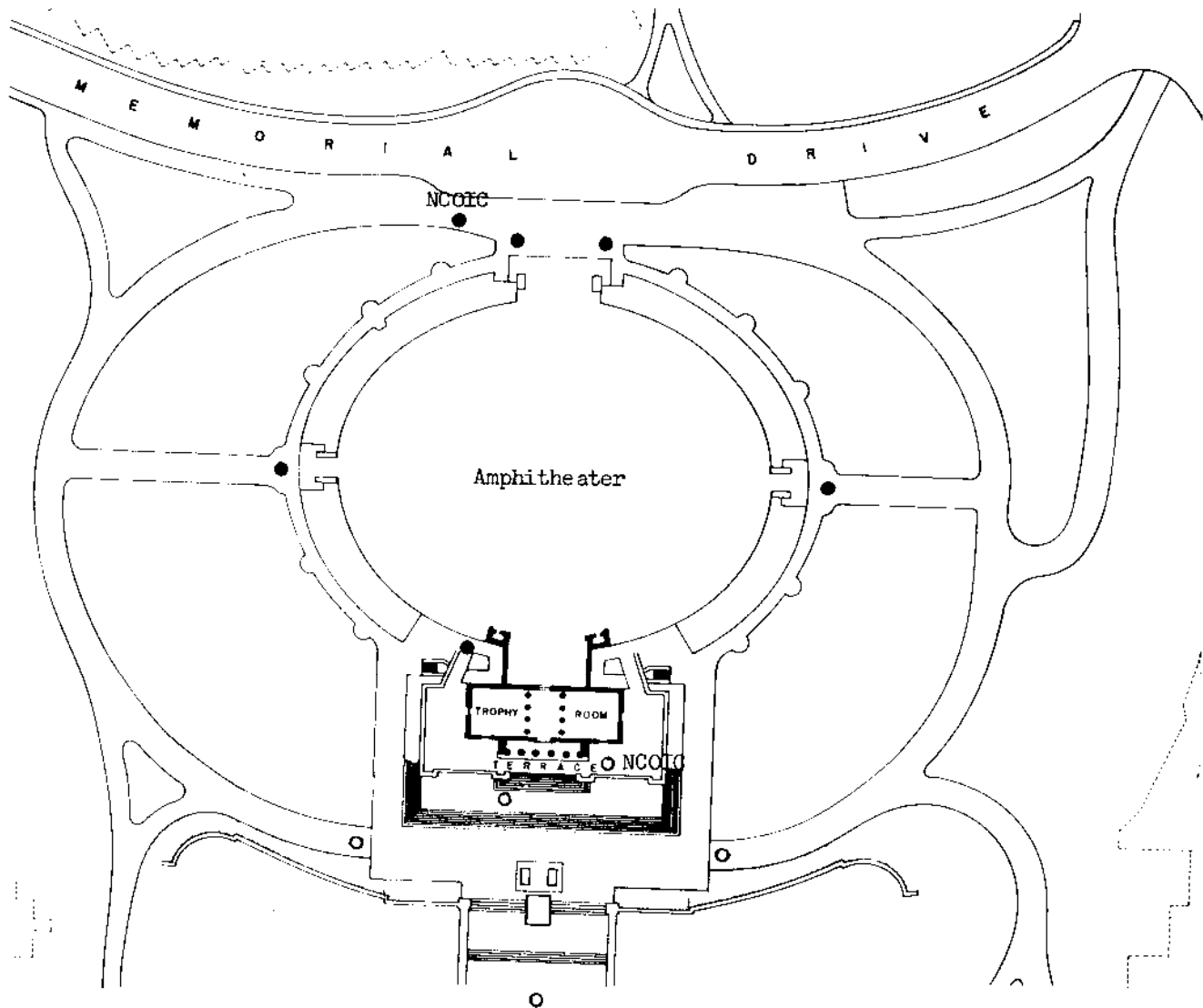
USN

USCG

ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL  
DEPARTURE



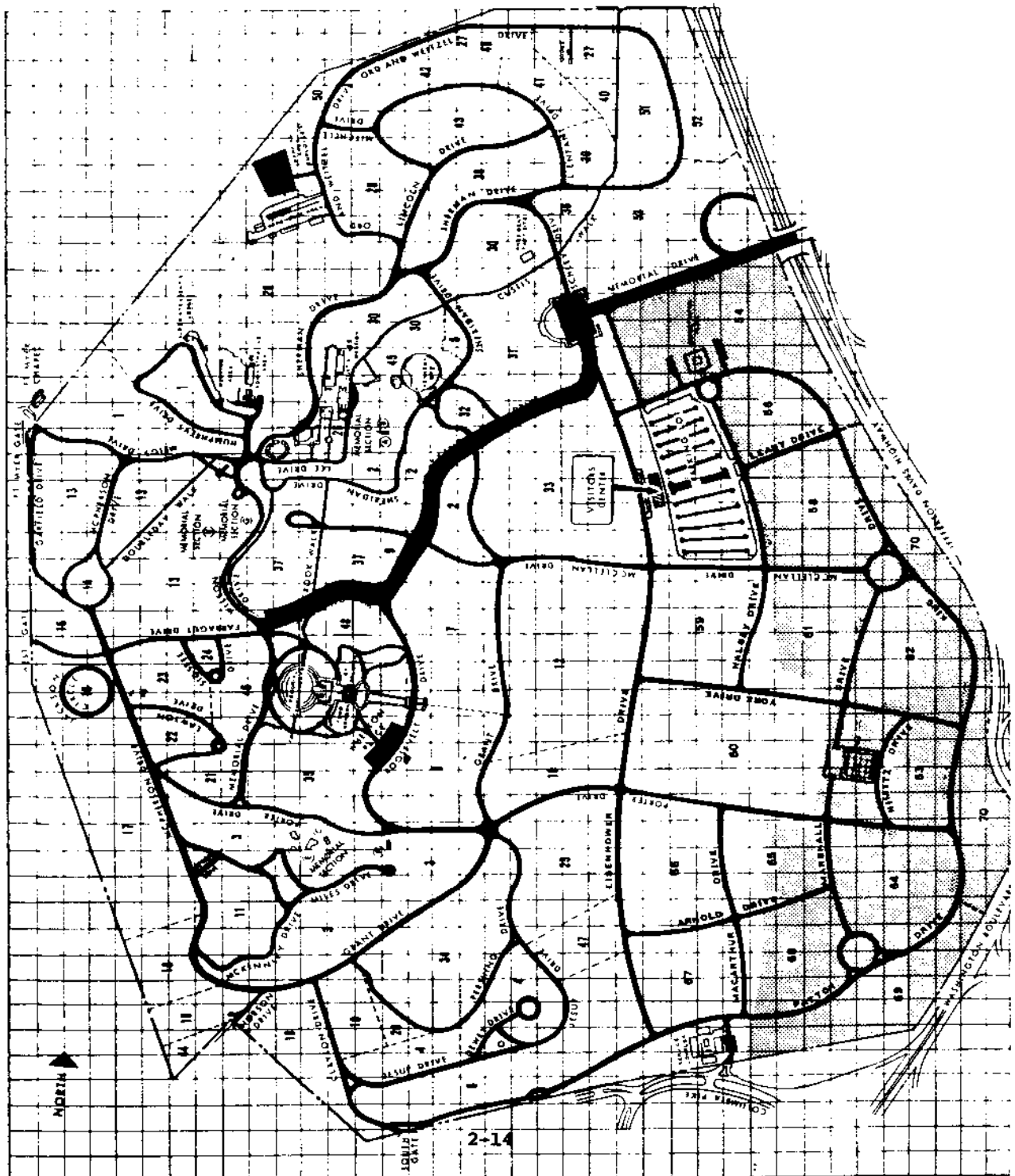
ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL  
CROWD CONTROL/PLAZA GUARDS



CROWD CONTROL  
● 1 NCOIC  
● 5 EP

PLAZA GUARDS  
○ 1 NCOIC  
○ 4 EP

ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL  
STREET HONOR CORDON  
ARRIVAL / DEPARTURE

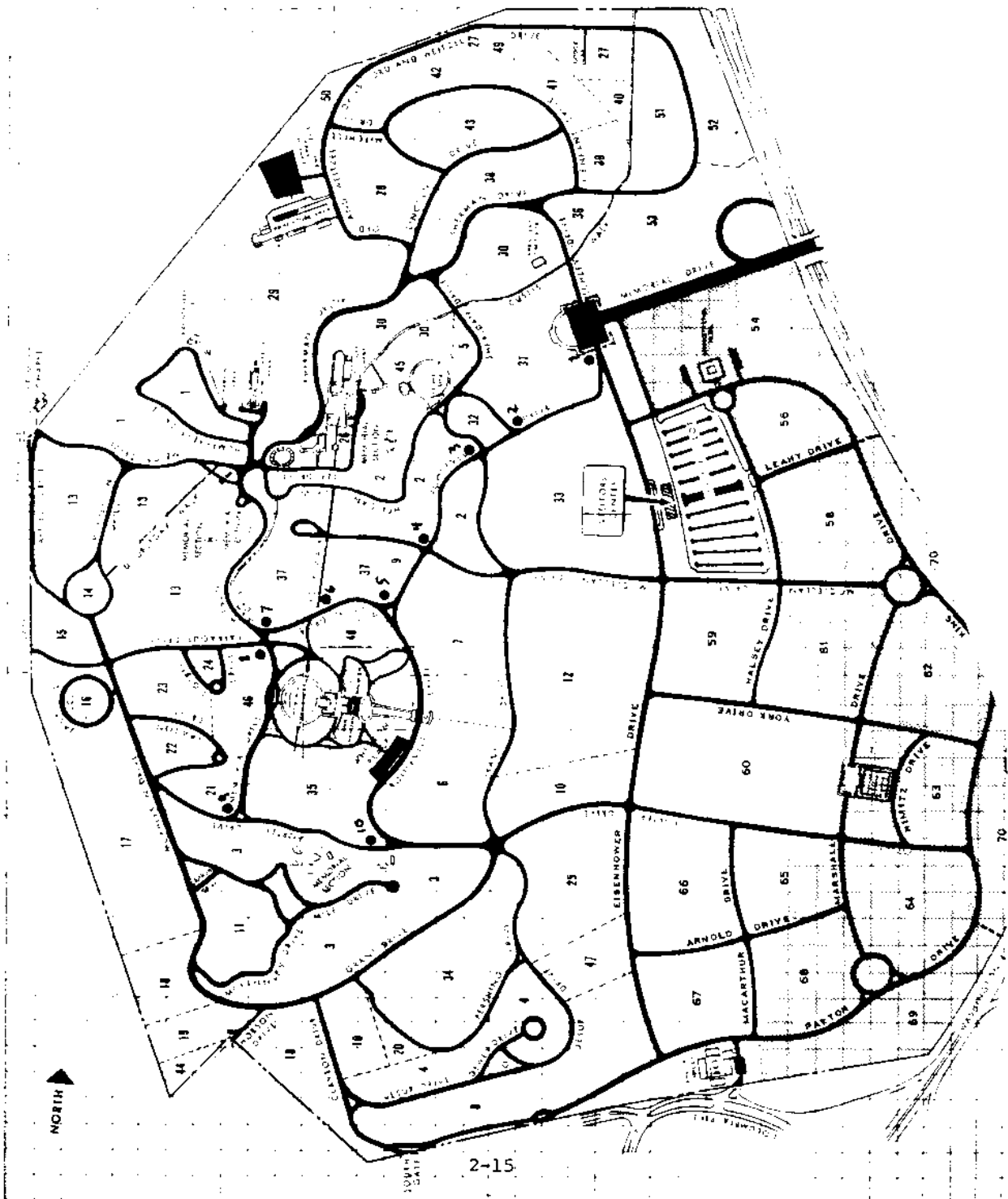


# ARMED FORCES FULL HONOR WREATH CEREMONY - PRESIDENTIAL

## ROUTE RESTRAINING

1 NGOIC

9 EP





## CHAPTER 3

### ARMED FORCES FULL HONOR WREATH CEREMONY—MALL

#### Section I. GENERAL

3-1. **AUTHORITY.** When directed by the Department of Defense, this ceremony will be conducted for a the Chief of State, a Head of Government, or a member of the reigning royal family of a foreign government.

3-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, MDW is authorized to contact the host agency directly to coordinate the following:

- a. The composition of the official party.
- b. The names of the US officials who will be present during the ceremony.
- c. Special requirements.

3-3. **HOST.** The Commanding General, MDW, will be the host. If the CG, MDW, is not available, a general officer designated by the Chief of Staff, US Army will serve as host.

#### 3-4. RESPONSIBILITIES

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and Direct the ceremony.
  - (2) Supervise the execution.
  - (3) Coordinate details with the host agency, Department of Defense, Department of the Army, other armed services, elements of this command, and other agencies as required.
  - (4) Brief the host and dignitary, or their representatives, on the ceremonial procedures.
  - (5) Request photographic coverage of the ceremony for historical records.
- b. Superintendent, Arlington National Cemetery, will-
  - (1) Provide power to support news media as requested by the Public Affairs Officer, MDW.
  - (2) Provide a sound system for the announcement of the ceremony.
- c. Deputy Chief of Staff for Operations Plans, and Security, MDW, will-
  - (1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary (Security will concentrate on the exterior of the ceremonial area, so that a minimum of security is visible with the official party).

d. Public Affairs Officer, MDW, will-

- (1) Coordinate all news media.
- (2) Coordinate the erection of stands in the vicinity of the Tomb of the Unknown Soldier for TV, movie, and still photographers, as required.
- (3) Limit access to reserved press areas to those media representatives who have proper press accreditation.
- (4) Maintain liaison with White House and Department of State press officers.
- (5) Coordinate armed forces photography.

e. Staff Medical Advisor, MDW, will-

- (1) Provide one (1) mobile aid station (ambulance), with medical personnel to be stationed in a location designated by Ceremonies and Special Events. An additional ambulance with a doctor will be present at ceremonies conducted for chiefs of state and heads of governments.
- (2) Coordinate medical support requirements.
- (3) Evacuate casualties so as to detract as little as possible from the ceremony.
- (4) Provide the Director of Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the casualties' name, rank, unit, probable cause and disposition.

f. Commanding Officer, 3d US Infantry (The Old Guard), will-

- (1) Conduct traffic control and parking operations within Arlington National Cemetery.
- (2) Mark troop positions for the ceremony.
- (3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band (Pershing's Own), will provide the ceremonial band and coordinate all musical requirements.

h. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

i. Commandant, Naval District Washington, will provide ceremonial troops as indicated herein.

j. Commander, 1100th Air Base Group, will provide ceremonial troops as indicated herein.

## CHAPTER 3

### ARMED FORCES FULL HONOR WREATH CEREMONY—MALL

#### Section I. GENERAL

3-1. **AUTHORITY.** When directed by the Department of Defense, this ceremony will be conducted for a the Chief of State, a Head of Government, or a member of the reigning royal family of a foreign government.

3-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, MDW is authorized to contact the host agency directly to coordinate the following:

- a. The composition of the official party.
- b. The names of the US officials who will be present during the ceremony.
- c. Special requirements.

3-3. **HOST.** The Commanding General, MDW, will be the host. If the CG, MDW, is not available, a general officer designated by the Chief of Staff, US Army will serve as host.

#### 3-4. RESPONSIBILITIES

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and Direct the ceremony.
  - (2) Supervise the execution.
  - (3) Coordinate details with the host agency, Department of Defense, Department of the Army, other armed services, elements of this command, and other agencies as required.
  - (4) Brief the host and dignitary, or their representatives, on the ceremonial procedures.
  - (5) Request photographic coverage of the ceremony for historical records.
- b. Superintendent, Arlington National Cemetery, will-
  - (1) Provide power to support news media as requested by the Public Affairs Officer, MDW.
  - (2) Provide a sound system for the announcement of the ceremony.
- c. Deputy Chief of Staff for Operations Plans, and Security, MDW, will-
  - (1) Coordinate security requirements with appropriate agencies.

(1) Commander of Troops One (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: One (1) platoon leader and one (1) (2x12) platoon.

(3) Armed Forces Color Guard: Two (2) color bearers with the United States flag and the US Army flag and one (1) color guard with a weapon.

(4) Foreign Color Guard: One (1) color bearer with the flag of the dignitary's country and two (2) color guards with weapons.

(5) State and Territorial Flag Cordon: One (1) officer, two (2) noncommissioned officers, and fourteen (14) flag bearers.

(6) Street Honor Cordon: Two (2) officers, two (2) noncommissioned officers, and one hundred and twenty (120) enlisted.

(7) Salute Battery: Four (4) guns.

(8) Wreath Bearer: One (1) enlisted.

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Formation: One (1) platoon leader and one (1) (2x12) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Marine Corps flag and one (1) color guard with a weapon.

(3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

d. United States Navy (Commandant, Naval District of Washington):

(1) Formation: One (1) platoon leader and one (1) 2x12) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Navy flag.

(3) State and Territorial Cordon: Fourteen (14) flag bearers.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Formation: One (1) flight leader and one (1) (2x12) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Air Force flag.

(3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Formation: One (1) platoon leader and one (1) (2x12) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Coast Guard flag.

3-9. **SUPERNUMERARIES.** Each service will provide one (1) supernumerary without a weapon.

3-10. **SUPPORTING ELEMENTS.** United States Army (3d United States Infantry (The Old Guard)):

a. One (1) Escort Officer, with sedan, to escort the official motorcade within Arlington National Cemetery and to coordinate the firing of the cannon salute.

b. Liaison Officer.

c. Traffic Guides as required.

d. Parking Guides as required.

e. Crowd Control: One (1) NCOIC and thirteen (13) enlisted minimum.

f. Plaza Guards: One (1) NCOIC and four (4) enlisted minimum.

g. Route Restraining: One (1) NCOIC and nine (9) enlisted minimum.

h. Door Openers: Two (2) enlisted personnel to open doors at the dismount point and two (2) enlisted personnel to open doors at the Memorial Display Room.

i. Wheelchair Bearers as required.

j. Umbrella bearers as required four (4) enlisted minimum.

k. Marking Detail: personnel to mark the ceremony site.

l. Announcer.

### **Section III. SEQUENCE OF EVENTS**

3-11. **MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

3-12. **ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes before the scheduled time of the ceremony. The MDW Ceremonies Officer will brief the host, if required.

3-13. **ARRIVAL OF THE DIGNITARY.**

a. The dignitary and the official party will arrive at Memorial Gate. They will be met by the escort officer who will escort the motorcade to the dismount point at the East Entrance of the Amphitheater on Roosevelt Drive. An appropriate cannon salute will be fired while the party is enroute. The street honor cordon will salute by the ripple.

b. The honor guard, the state and territorial flag cordon, and the foreign color guard will come to "ATTENTION" two (2) rounds from the end of the cannon salute.

c. The host will greet the dignitary at the East Entrance, brief the dignitary if required, and escort the dignitary through the ceremony. The official party will be organized by a representative of the State Department and escorted by the MDW Ceremonies Officer.

**3-14. RECEIVING THE FOREIGN FLAG.** Once the official party has been organized, the dignitary will be escorted to a position opposite the flag of the dignitary's country. There the entire party will halt. The foreign color guard will "PRESENT ARMS" whereupon all members of the official party will render the appropriate salute.

**3-15. MOVEMENT TO THE TOMB.** After the foreign flag has been received, the dignitary will be escorted along the mall between the state and territorial flag cordon (flags remain at "the carry"). The foreign color guard will follow the dignitary and host. The official party will follow the foreign color guard.

**3-16. HONORS TO THE DEAD.**

a. When the entire party and the foreign color guard have halted at the base of the steps, the honor guard and the flag cordon will "PRESENT ARMS". The band will first play the National Anthem of the dignitary's country, followed by the National Anthem of the United States, on the first note of the music the dignitary and host will render the appropriate salute.

b. Following the National Anthems the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS". (The Flag Cordon returns to "the carry"). The entire party and foreign color guard will then be escorted up the steps, halting when the dignitary and host are in position in front of the tomb. The foreign color guard and official party will be on the steps.

**3-17. PLACING THE WREATH.** The wreath bearer, bugler, and drummer move forward. The wreath bearer stops with the wreath in front of the dignitary. When the dignitary touches the wreath, the honor guard and flag cordon will "PRESENT ARMS." The dignitary moves forward with hands on the wreath as the wreath bearer backs toward the tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host. As soon as the dignitary has returned to the position, the dignitary will face the tomb, the drummer will sound four muffled ruffles, and the bugler will play TAPS. On the first note of the drum beat the dignitary and host will render the appropriate salute. At the conclusion of TAPS, the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS." (The Flag Cordon returns to "the carry.")

**3-18. MOVEMENT TO THE MEMORIAL DISPLAY ROOM**

a. The host will escort the dignitary to the right of the Tomb, between the Armed Forces Color Guard and the end flank of the honor guard onto the plaza to a position in front of the west end of the tomb, where the dignitary may read the inscription.

b. The foreign color guard will follow the same route onto the plaza, but will continue without pause around the north sidewalk to the amphitheater West Entrance and await the arrival of the dignitary and host.

c. The official party will move onto the plaza and halt near the base of the Memorial Display Room steps where they may view the inscription.

d. After the dignitary has viewed the inscription, the host will escort the dignitary into the Memorial Display Room, followed by the official party.

e. After the dignitary, host and official party have entered the Memorial Display Room, the honor guard and flag cordon will be dismissed.

### **3-19. DEPARTURE OF THE DIGNITARY.**

a. When the dignitary and party have completed their visit in the Memorial Display Room, the host will escort the official party around the north colonnade to the West Entrance. The host will escort the dignitary to a position facing the flag of the dignitary's country, and the remainder of the party will halt on the colonnade a few steps to the north of the flag. The foreign color guard will "PRESENT ARMS" and all members of the official party will render the appropriate salute, concluding the ceremony. The foreign color guard will remain at the top of the steps until the dignitary's vehicle departs.

b. The dignitary and the official party will then descend the steps where the motorcade is formed. After farewell remarks have been exchanged, the dignitary and the official party will enter their vehicles.

c. When all members of the official party have entered their vehicles, the motorcade, led by the escort officer, will depart Arlington National Cemetery via Memorial Gate. (The street honor cordon will salute by the ripple.) If the dignitary is a chief of state or head of government, an appropriate gun salute will be fired as the motorcade departs; the first round is fired as the dignitary's vehicle begins forward movement and the last round is fired as the dignitary's vehicle exits memorial gate. When the motorcade has departed the cemetery, the troops will be dismissed.

## **Section IV. TROOP LIST (INCLEMENT WEATHER)**

### **3-20. CEREMONIAL ELEMENTS**

a. Band: The United States Army Band (Pershing's Own):

- (1) Conductor, and Drum Major.
- (2) Band: One (1) thirty (30) piece band.
- (3) One (1) separate bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

- (1) Commander of Troops: One (1) Officer designated by the commanding officer, 3d US Infantry (The Old Guard).
- (2) Formation: One (1) platoon leader and one (1) (3x5) platoon.
- (3) Armed Forces Color Guard: Two (2) color bearers with the United States flag and the US Army flag and one (1) color guard with a weapon.
- (4) Foreign Color Guard: One (1) color bearer with the flag of the dignitary's country and two (2) color guards with weapons.

(5) State and Territorial Flag Cordon: One (1) officer, two (2) noncommissioned officers and fourteen (14) flag bearers.

(6) Street Honor Cordon: Two (2) officers, two (2) noncommissioned officers and one hundred and twenty (120) enlisted.

(7) Salute Battery: Four (4) guns.

(8) Wreath Bearer One (1) enlisted.

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Formation: One (1) platoon leader and one (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Marine Corps flag and one (1) color guard with a weapon.

(3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

d. United States Navy (Commandant, Naval District of Washington):

(1) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) Color bearer with the US Navy flag.

(3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Formation One (1) flight leader and one (1) (3x5) flight.

(2) Armed Forces Color Guard: One (1) color bearer with the US Air Force flag.

(3) State and Territorial Flag Cordon: Fourteen (14) flag bearers.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Coast Guard flag.

3-21. **SUPERNUMERARIES:** Each service will provide one (1) supernumerary without a weapon.

3-22. **SUPPORTING ELEMENTS.** United States Army (3d United States Infantry (The Old Guard)):

a. One (1) Escort officer, in a sedan, to escort the official motorcade within Arlington National Cemetery and to coordinate the firing of the cannon salute.

b. Liaison Officer.



- c. Traffic Guides as required.
- d. Parking Guides as required.
- e. Plaza Guards: One (1) NCOIC and Four (4) enlisted minimum.
- f. Crowd Control: One (1) NCOIC and Five (5) enlisted minimum.
- g. Door openers: Two (2) enlisted personnel to open doors at the dismount point and two (2) enlisted personnel to open doors at the Memorial Display Room.
- h. Wheelchair Bearers as required.
- i. Umbrella bearers eight (8) enlisted minimum.
- j. Marking detail: Personnel to mark the ceremony site.
- k. Announcer.

#### **Section V. SEQUENCE OF EVENTS (INCLEMENT WEATHER)**

**3-23. MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

**3-24. ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes prior to scheduled time of ceremony. The MDW Ceremonies Officer will brief the host, if required.

#### **3-25. ARRIVAL OF THE DIGNITARY.**

a. The dignitary and the official party will arrive at memorial gate. They will be met by the escort officer, who will escort the motorcade to the dismount point at the West Entrance of the amphitheater on Memorial Drive. An appropriate cannon salute will be fired while the party is enroute. The street honor cordon will salute by the ripple.

b. The honor guard, the state and territorial flag cordon, and the foreign color guard will come to "ATTENTION" two rounds from the end of the cannon salute.

c. The host will greet the dignitary at the West Entrance, brief the dignitary if required, and escort the dignitary through the ceremony. The official party will be organized by a representative of the State Department and escorted by the MDW Ceremonies Officer. If desired, the briefing of the dignitary may be conducted in the Memorial Display Room to avoid the inclement weather.

**3-26. RECEIVING THE FOREIGN FLAG.** Once the official party has been organized, the dignitary will be escorted up the steps, halting at the edge of the colonnade, facing the flag of the dignitary's country. There, the entire party will halt. The foreign color guard will "PRESENT ARMS" whereupon all members of the official party will render the appropriate salute.

### **3-27. MOVEMENT TO THE MEMORIAL DISPLAY ROOM.**

a. After the foreign flag has been received, the dignitary will be escorted around the north colonnade, through the flag cordon (flags remain at "the carry"). The foreign color guard will follow the dignitary and host. The official party will follow the foreign color guard.

b. The dignitary, host, foreign color guard and official party will enter the Memorial Display Room. While the MDW Ceremonies Officer is briefing the dignitary, the official party will be escorted to the area reserved for them. At the conclusion of the briefing the host will escort the dignitary, followed by the foreign color guard, down the steps leading to the plaza, and halt on the first landing. The foreign color guard and official party will halt behind the dignitary and host.

### **3-28. HONORS TO THE DEAD.**

a. When the dignitary, host and foreign color guard have halted, the honor guard will "PRESENT ARMS." The band will first play the National Anthem of the dignitary's country followed by the National Anthem of the United States, on the first note of the music the dignitary and host will render the appropriate salute.

b. Following the National Anthems, the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS." The dignitary, host and foreign color guard will proceed down the steps onto the plaza, halting in front of the Tomb.

**3-29. PLACING THE WREATH.** The wreath bearer, bugler, and drummer move forward. The wreath bearer stops in front of the dignitary and when the dignitary touches the wreath, the honor guard will "PRESENT ARMS." The dignitary moves forward, with hands on the wreath as the wreath bearer backs toward the tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host. As soon as the dignitary has returned to the position facing the Tomb, the drummer will sound four muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the dignitary and host will render the appropriate salute. At the conclusion of TAPS the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS."

### **3-30. MOVEMENT TO THE MEMORIAL DISPLAY ROOM.**

a. Upon conclusion of "TAPS", the foreign color guard wheels to the rear and left, in order to permit the dignitary and host to pass to the Memorial Display Room. When the host is assured that the foreign color guard has moved, he escorts the dignitary, followed by the foreign color guard and the official party into the Memorial Display Room.

b. The foreign color guard will continue through the Memorial Display Room around the north colonnade to a position at the West Entrance of the Amphitheater.

c. After the dignitary, host, foreign color guard, and official party have entered the Memorial Display Room the honor guard will be dismissed.

### **3-31. DEPARTURE OF THE DIGNITARY.**

a. When the dignitary and official party have completed their visit in the Memorial Display Room, the host will escort the official party around the north colonnade through the flag cordon to the West Entrance (flags remain at "the carry"). The host will escort the dignitary to a position facing the flag of the dignitary's country and the remainder of the party

will halt on the colonnade a few steps to the north of the foreign color guard. The foreign color guard will "PRESENT ARMS" and all members of the party will render the appropriate salute, concluding the ceremony. (The foreign color guard and the flag cordon will remain in position until the dignitary's vehicle departs).

b. The dignitary and the official party will then descend the steps where the motorcade is formed. After the farewell remarks have been exchanged, the dignitary and the official party will enter their vehicles.

c. When all members of the official party have entered their vehicles the motorcade, led by the escort officer, will depart Arlington National Cemetery via Memorial Gate. (The street honor cordon will salute by the ripple.) If the dignitary is a chief of state or head of government, an appropriate gun salute will be fired as the motorcade departs, the first round is fired as the dignitary's vehicle begins forward movement and the last round is fired as the dignitary's vehicle exits Memorial Gate. When the motorcade has departed the cemetery, the troops will be dismissed.

CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY - MALL

Section V:

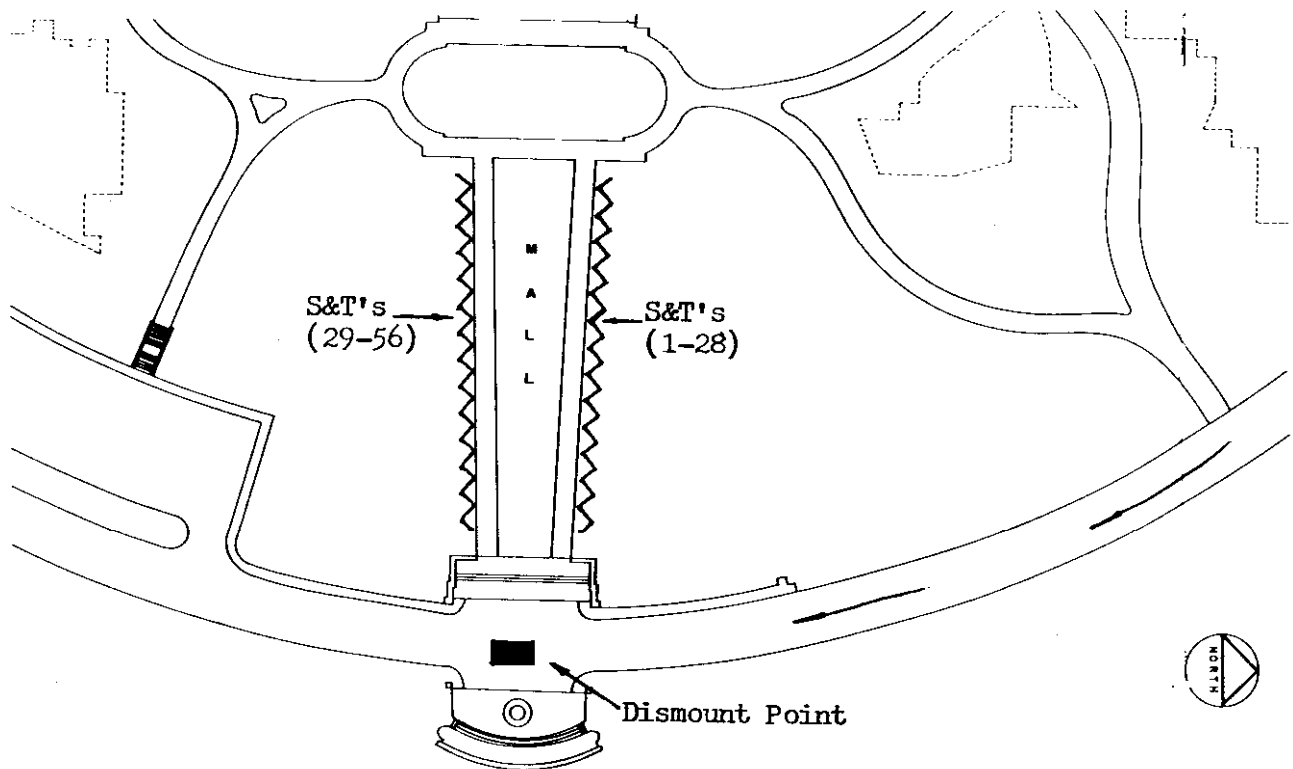
DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
Commander of Troops	1															1		
Marching Platoon 2x12	1		24	1		24	1		24	1		24	1		24	5		120
Armed Forces Color Gd		1	2			2			2			2			1		1	9
S&T Flag Cordon	1	2	14			14			14			14			14	1	2	56
Street Honor Cordon	2	2	120													2	2	120
Foreign Color Guard		1	2														1	2
TUSAB	1	1	42													1	1	42
Drummer			1															1
Bugler			1															1
Salute Battery	1	2	12													1	2	12
Commo NCO		1															1	
Liaison Officer	1															1		
Escort Officer	1															1		
Door Openers (Car)			2															2
Door Openers (Mem Display Rm)			2															2
Marking Detail			2															2
Announcer			1															1
Wreath Bearer		1															1	
* Umbrella Bearers (Minimum)			4															4
* Wheelchair Bearers																		
Plaza Guards (Minimum)		1	4														1	4
* Parking Guides																		
* Traffic Guides																		
Crowd Control (Minimum)		1	13														1	13
Route Restraining		1	9														1	9
* As Required																		

**CHAPTER 3**

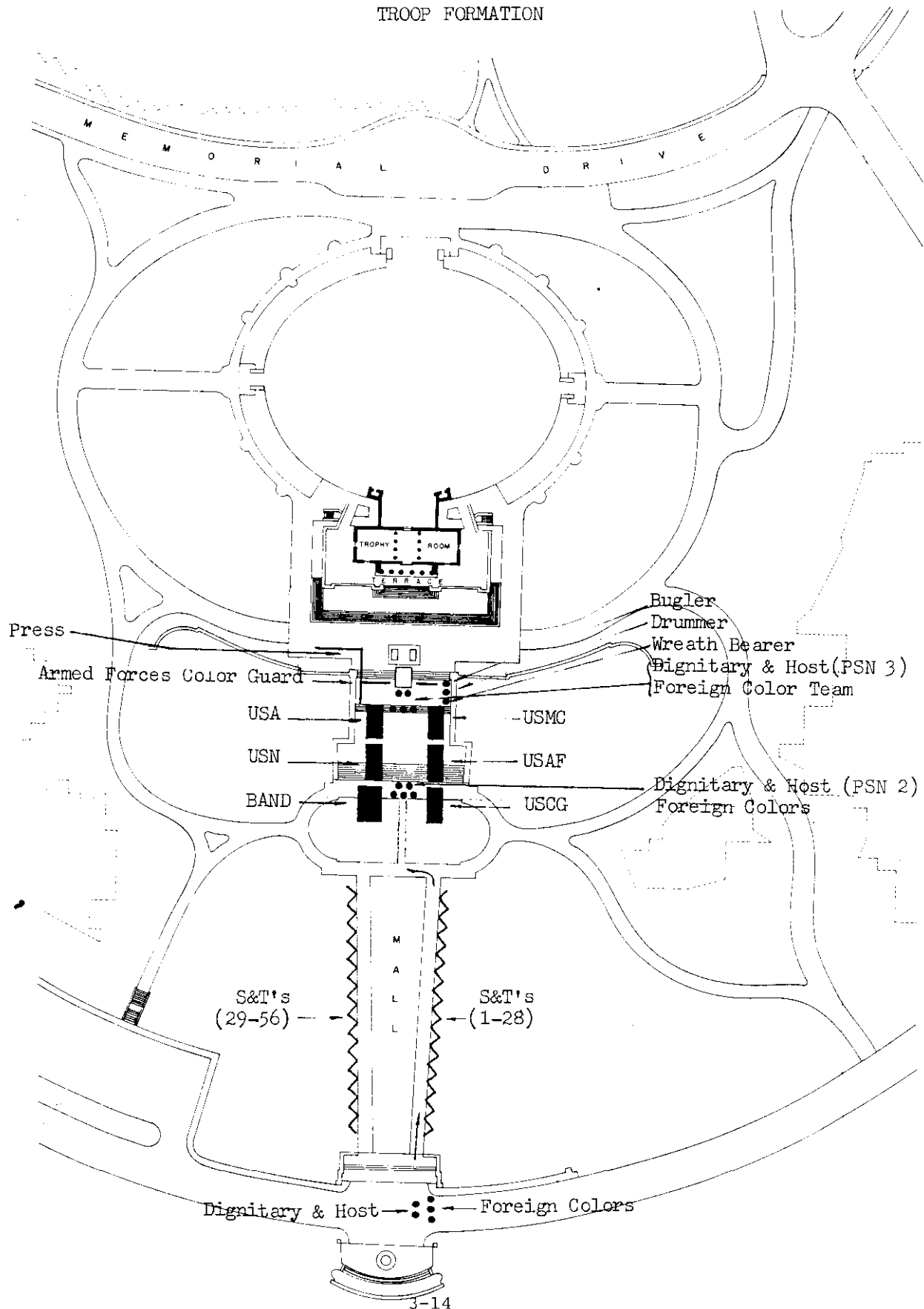
**SECTION VII**

**DIAGRAMS**

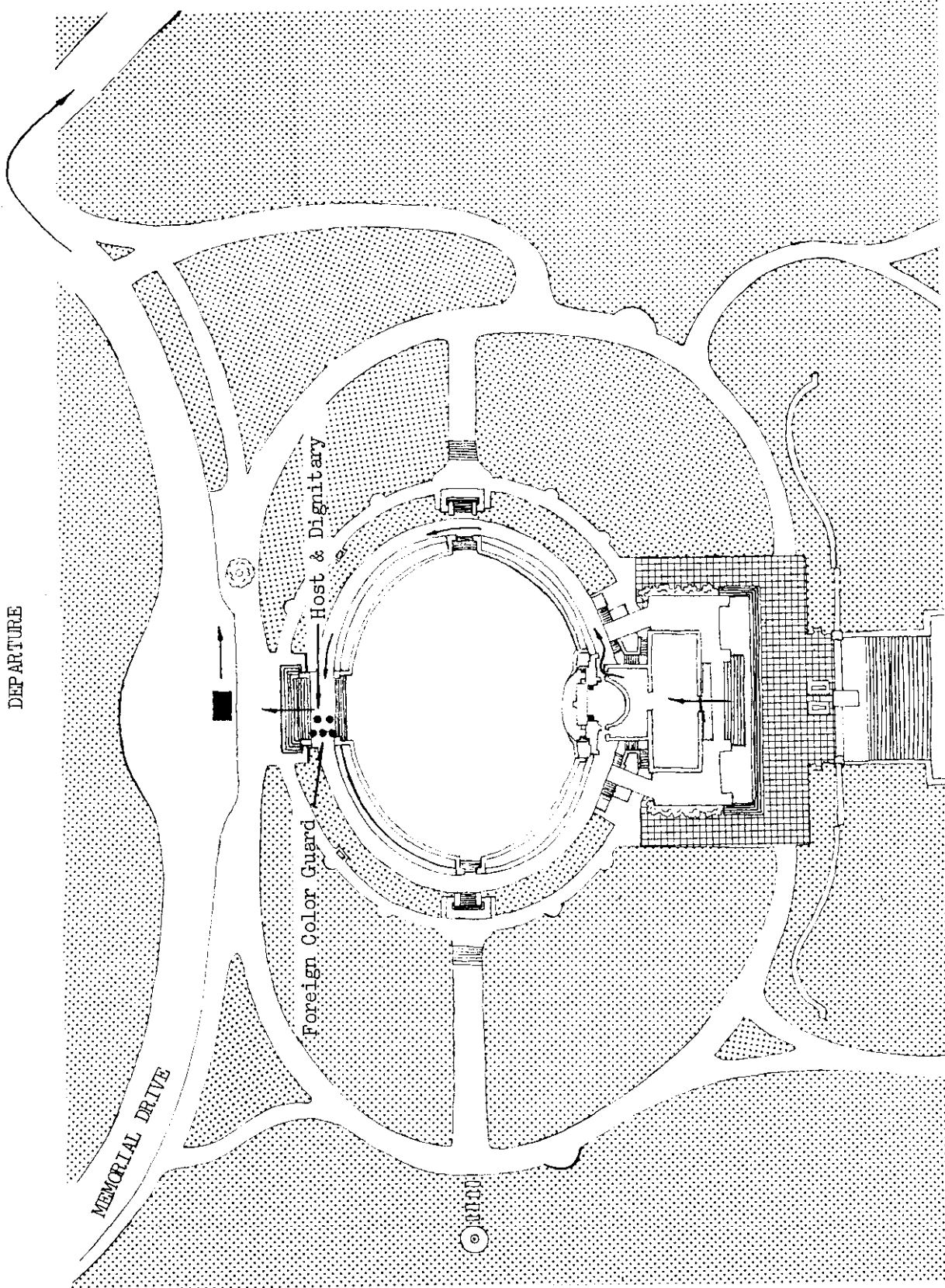
ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
ARRIVAL



ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
TROOP FORMATION

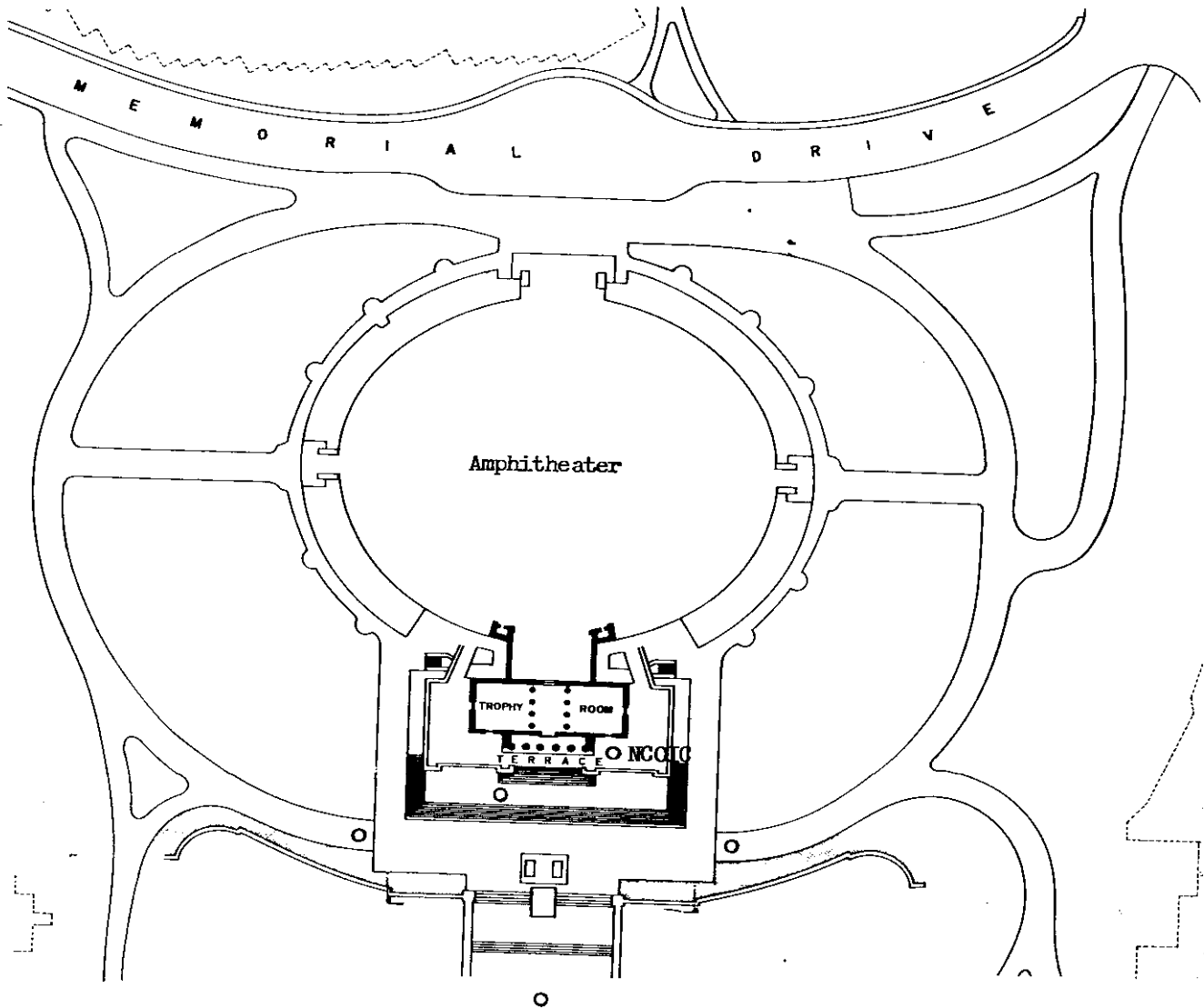


ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
DEPARTURE



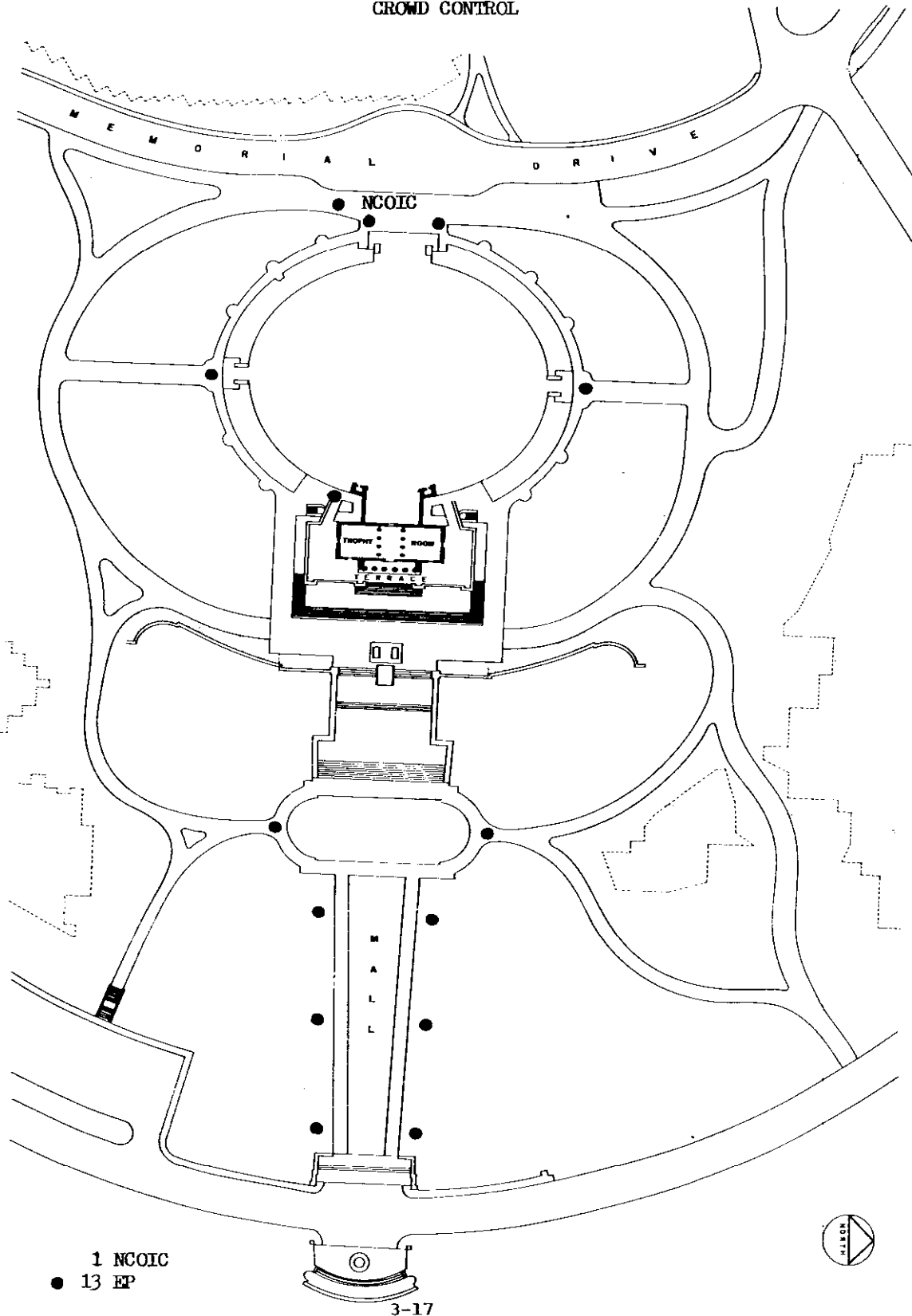


ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
PLAZA GUARDS



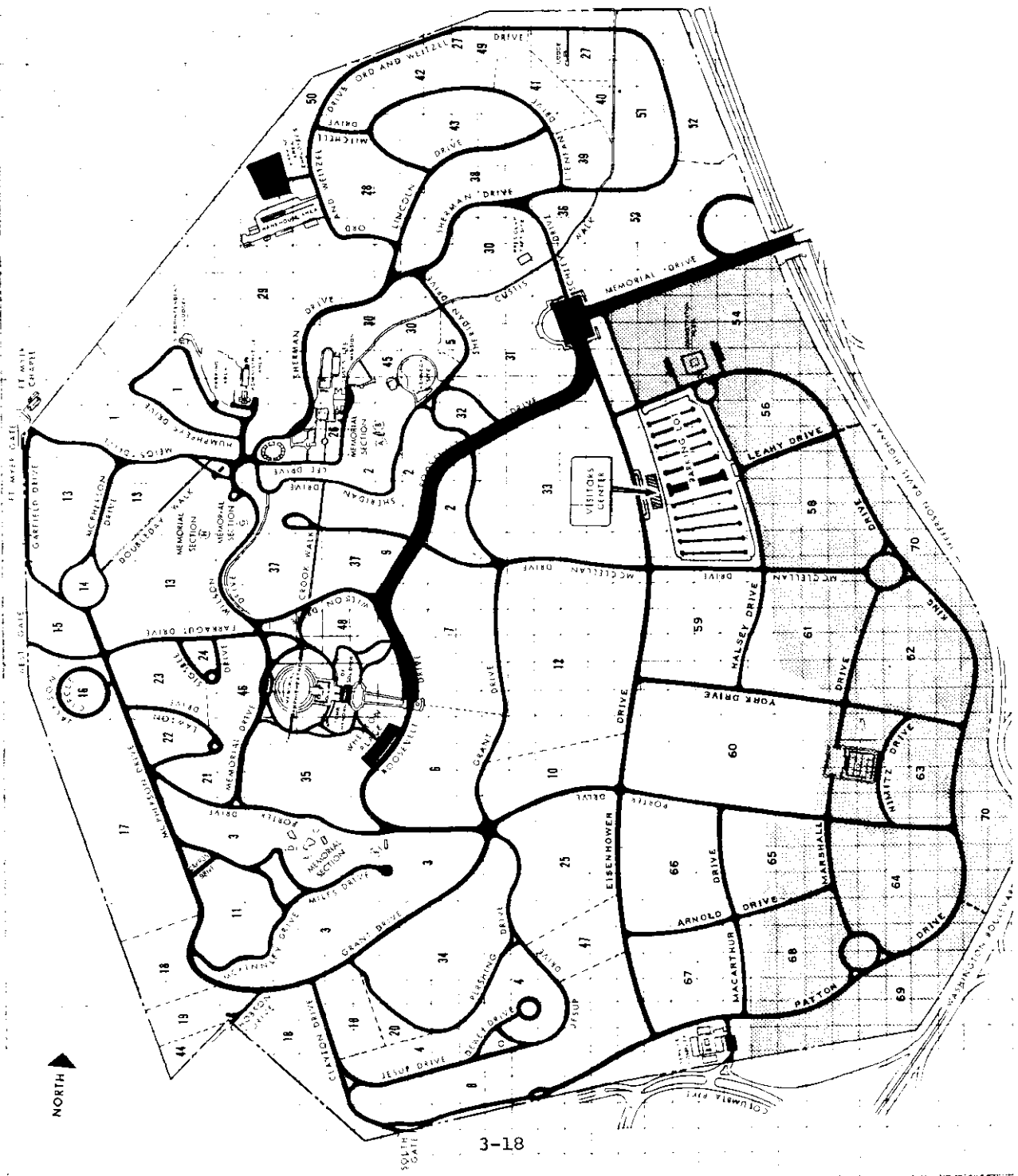
- o 1 NCOIC
- o 4 EP

ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
CROWD CONTROL

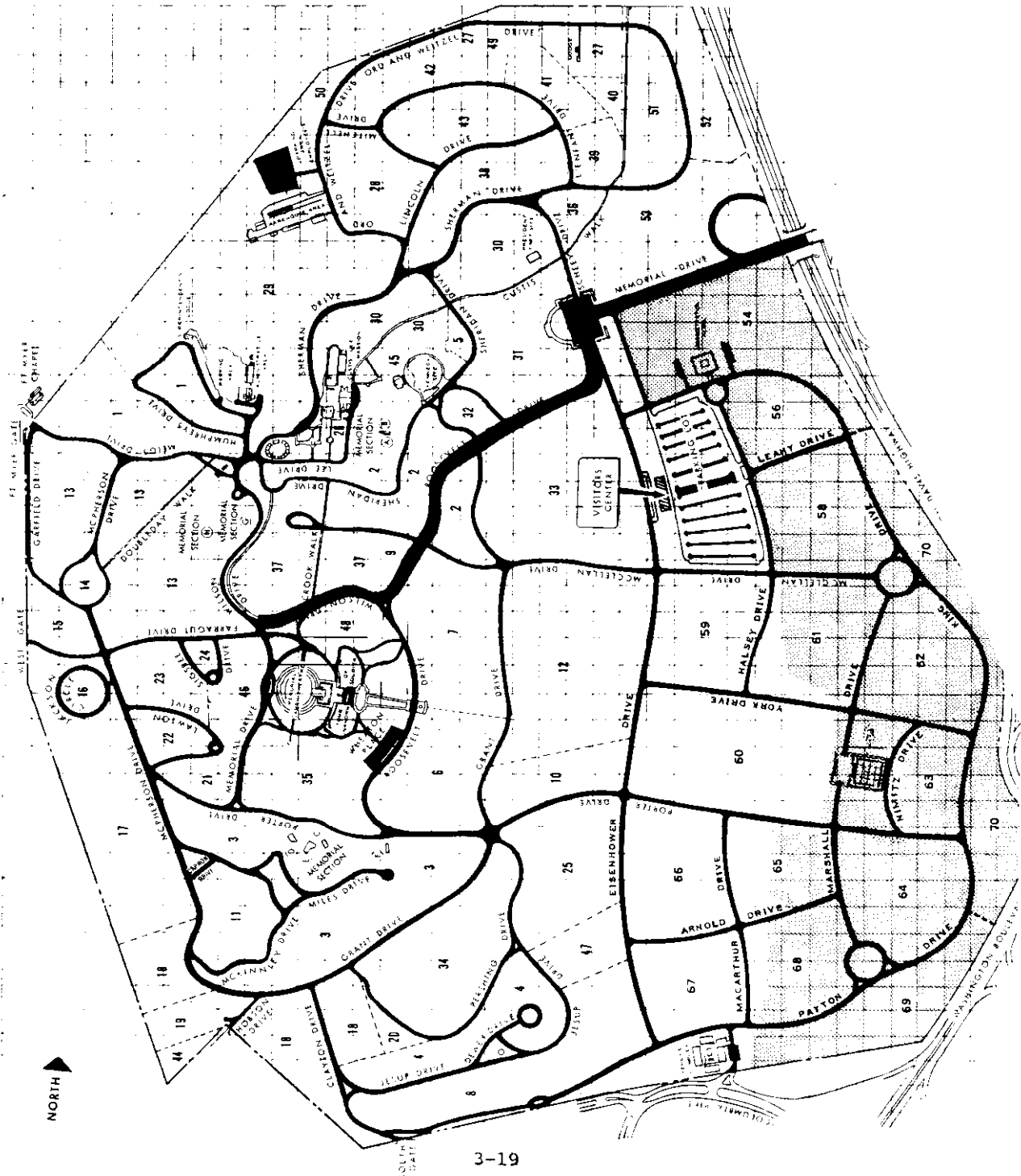


1 NCOIC  
● 13 EP

3-18

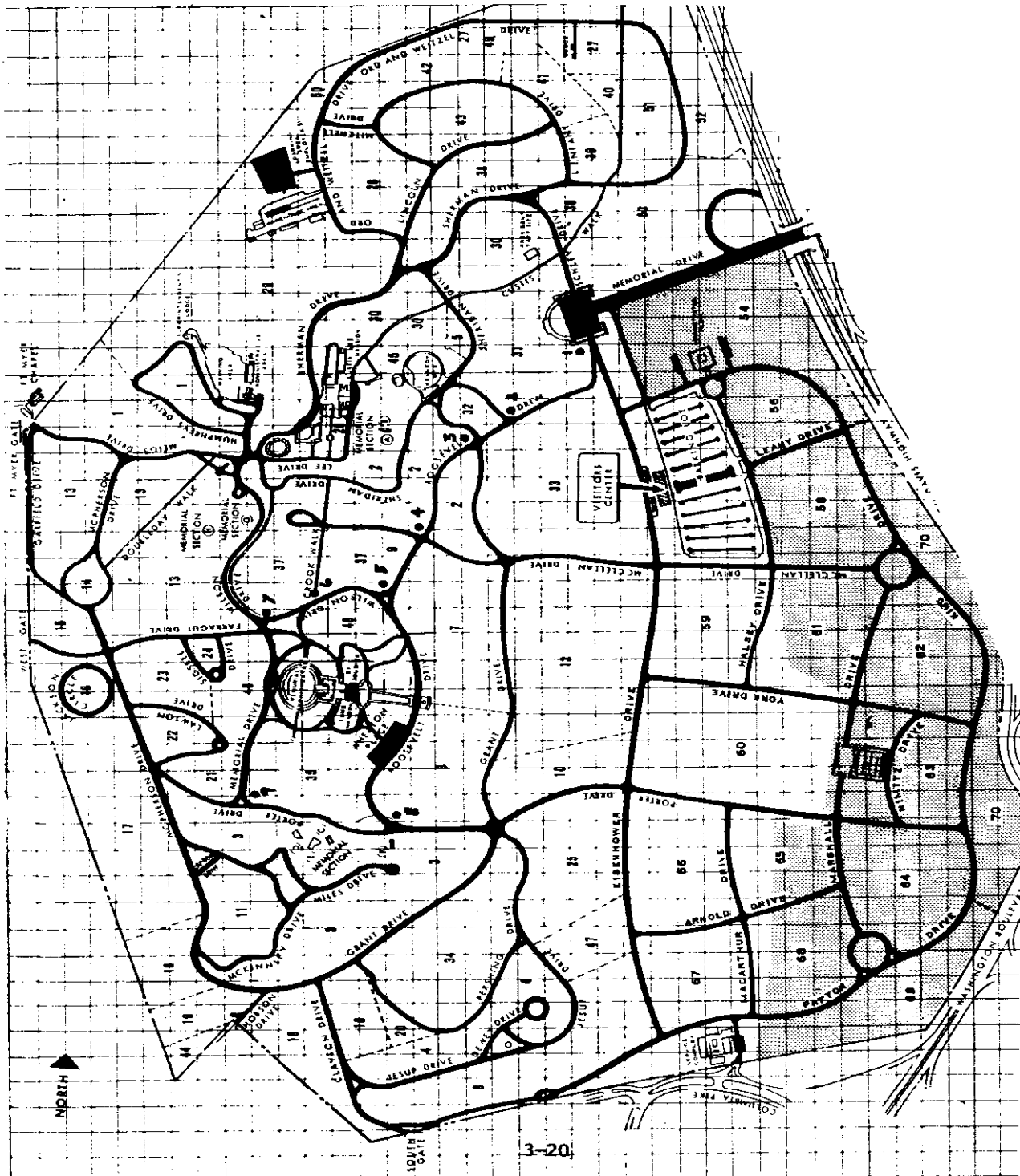


ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
STREET HONOR CORDON  
DEPARTURE



ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
ROUTE RESTRAINING

Note: Position 6, 7, and 8 are posted for Departure of the Dignitary.



CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
(INCLEMENT WEATHER)

Section VIII

DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
Commander of Troops	1															1		
Marching Platoon 3x5	1		15	1		15	1		15	1		15	1		15	5		75
Armed Forces Color Gd		1	2			2			1			1			1		1	7
S&T Flag Cordon	1	2	14			14			14			14				1	2	56
Street Honor Cordon	2	2	120													2	2	120
TUSAB	1	1	30													1	1	30
Drummer			1															1
Bugler			1															1
Salute Battery	1	2	12													1	2	12
Commo NCO		1															1	
Liaison Officer	1															1		
Escort Officer	1															1		
Door Openers (Car)			2															2
Door Openers (Mem Display Rm)			2															2
Marking Detail			2															2
Announcer			1															1
Wreath Bearer		1															1	
* Umbrella Bearers (minimum)			8															8
* Wheelchair Bearers																		
Plaza Guards (Minimum)		1	4														1	4
* Parking Guides																		
* Traffic Guides																		
Route Restraining		1	9														1	9
Crowd Control (Minimum)		1	5														1	5

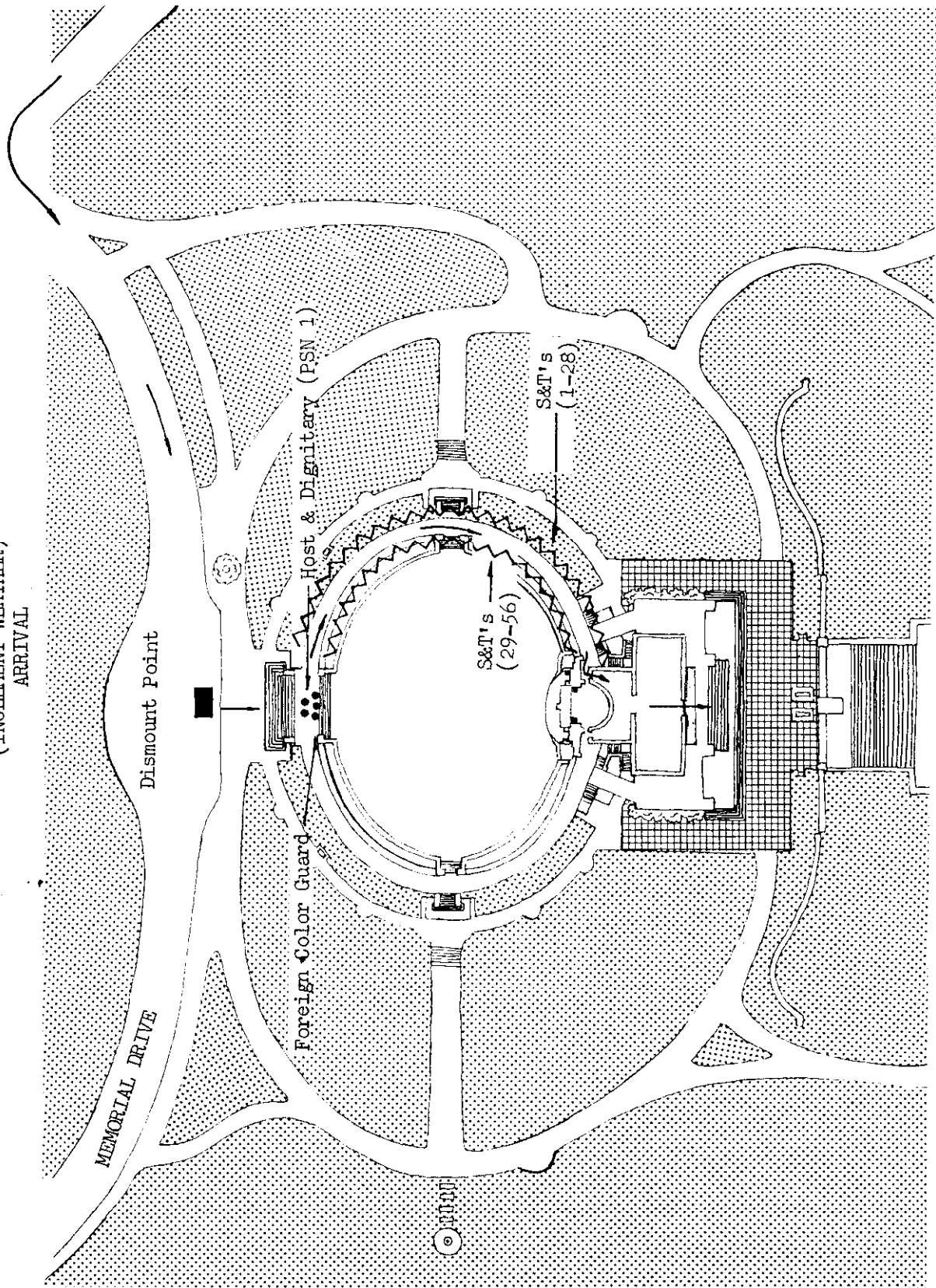
\* AS Required

**CHAPTER 3**

**SECTION IX**

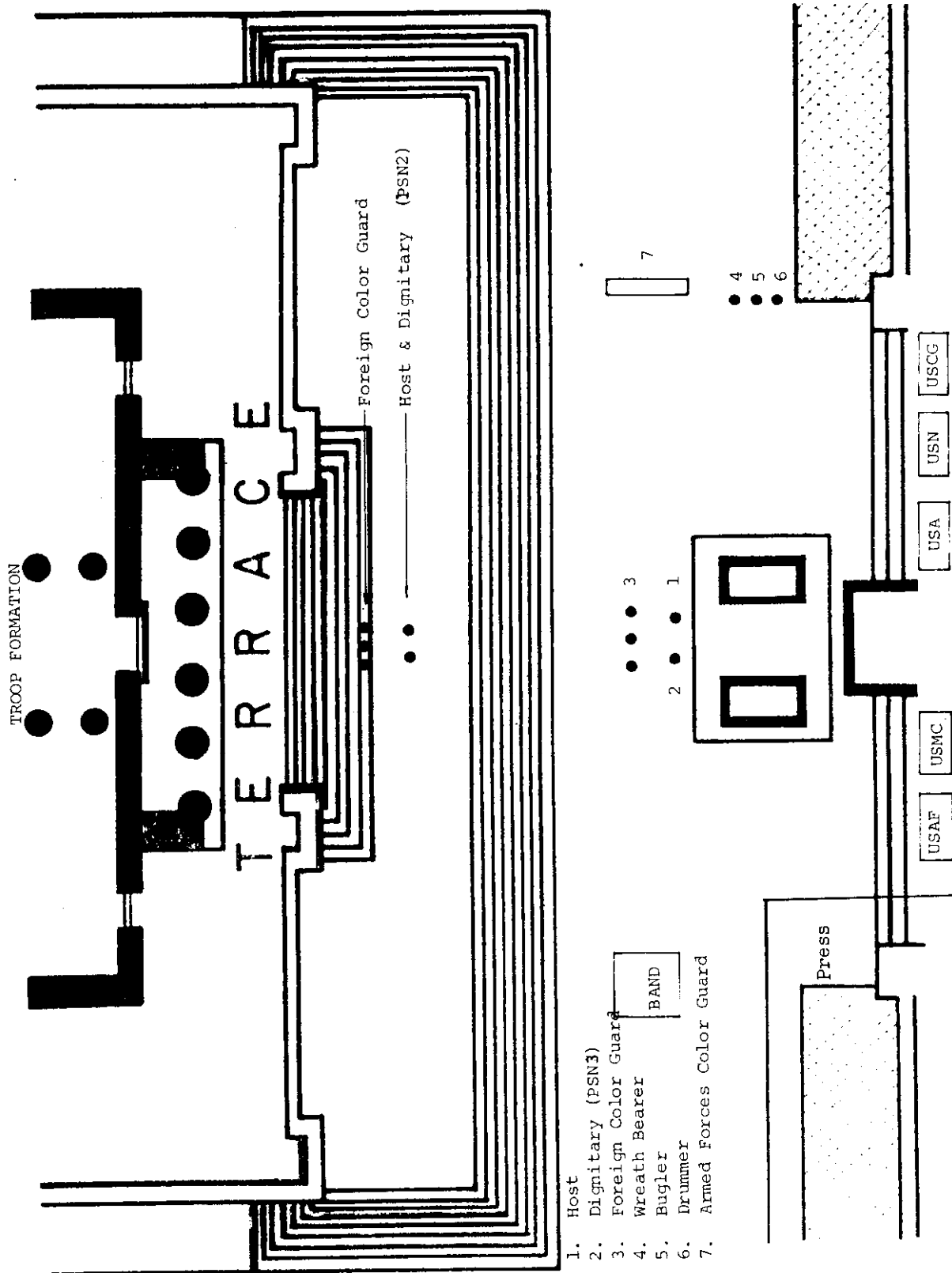
**DIAGRAMS (INCLEMENT WEATHER)**

ARMED FORCES FULL HONOR WREATH CEREMONY - MAIL  
(INCLEMENT WEATHER)  
ARRIVAL

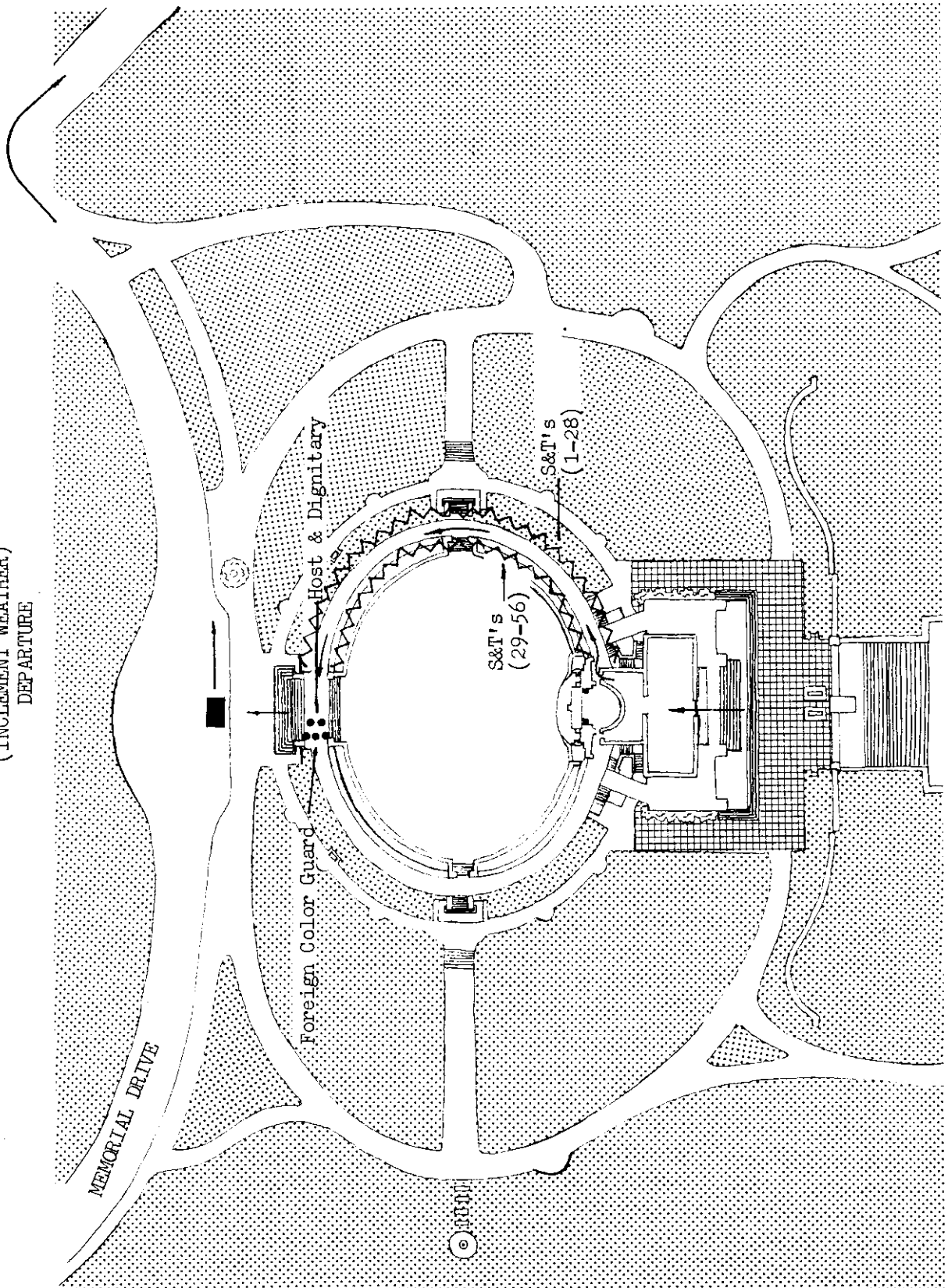




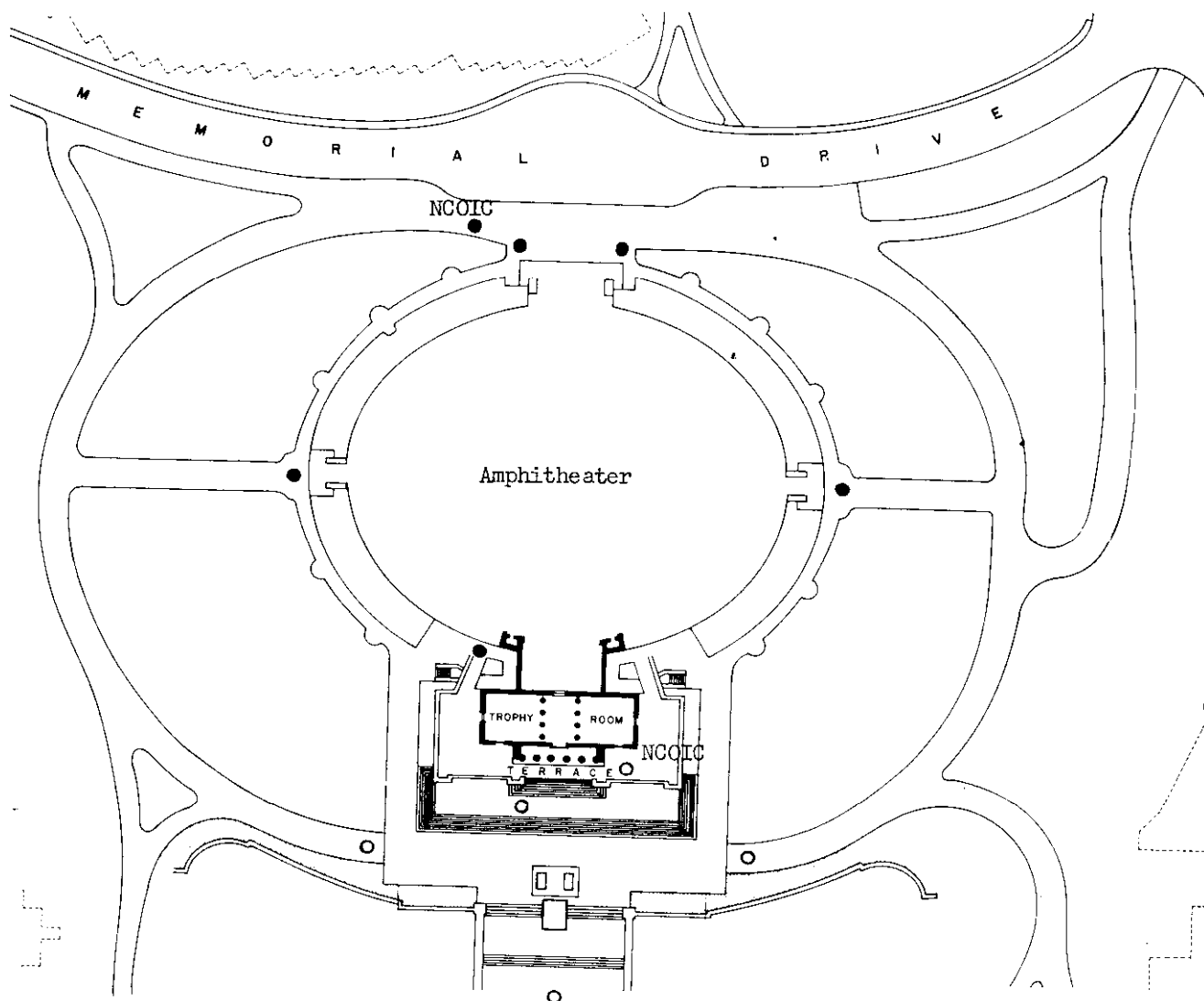
ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
(INCLEMENT WEATHER)



ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
 (INCLEMENT WEATHER)  
 DEPARTURE



ARMED FORCES FULL HONOR WREATH CEREMONY - MALL (INCLEMENT WEATHER)  
CROWD CONTROL/PLAZA GUARDS



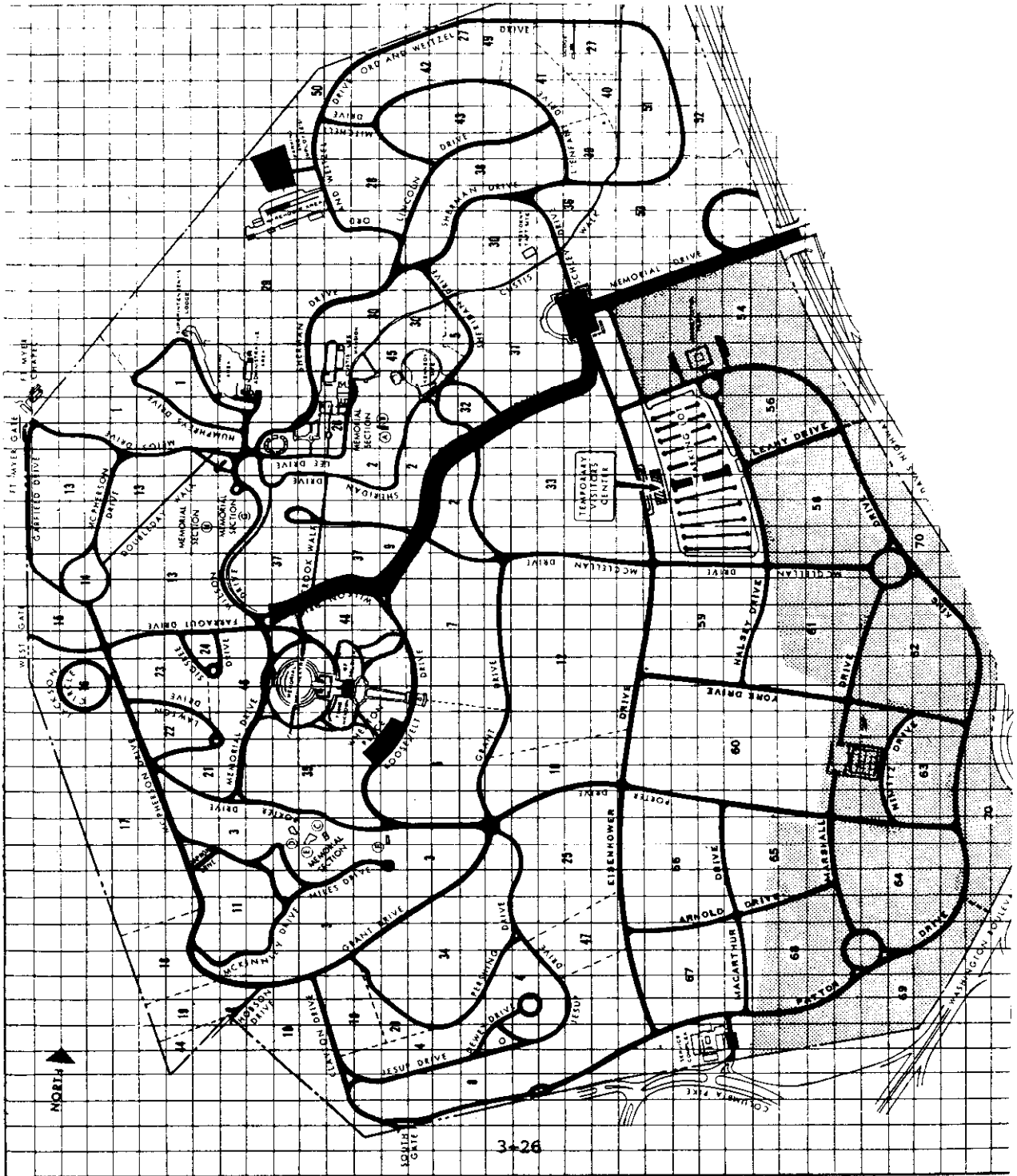
CROWD CONTROL

- 1 NCOIC
- 5 EP

PLAZA GUARDS

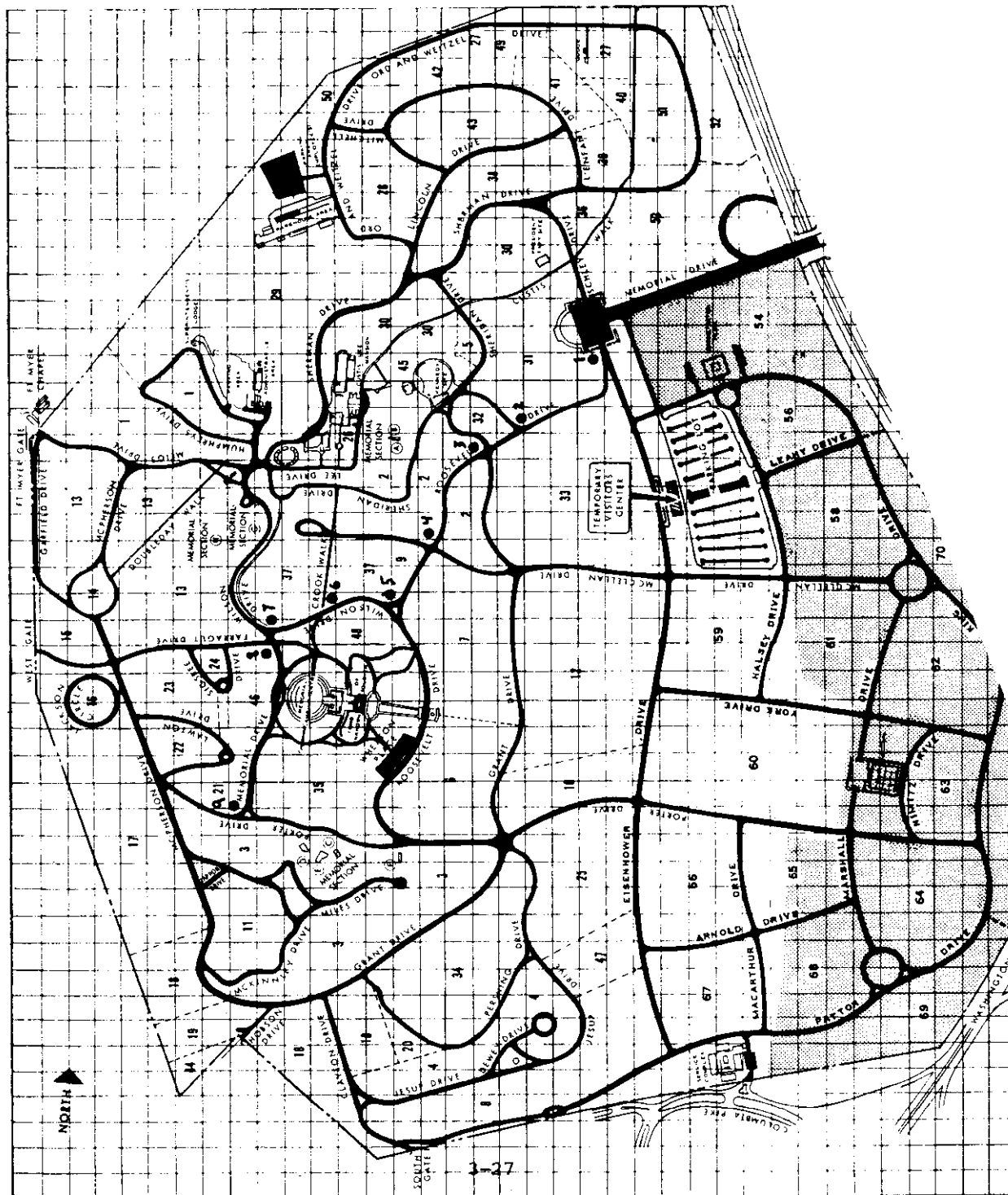
- 1 NCOIC
- 4 EP

ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
 STREET HONOR CORDON  
 (INCLEMENT WEATHER)  
 ARRIVAL / DEPARTURE



ARMED FORCES FULL HONOR WREATH CEREMONY - MALL  
(INCLEMENT WEATHER)  
ROUTE RESTRAINING

1 NCOIC  
9 EP



## CHAPTER 4

### ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

#### Section I. GENERAL

4-1. **AUTHORITY.** This ceremony will be conducted for:

- a. The Ambassador, Foreign Minister, Defense Minister or Commander of the Armed Forces of a foreign country.
- b. The presentation of a foreign nation's highest medal for valor to The Unknown Soldier.
- c. Other individuals or occasions when directed by the Department of Defense.
- d. The presentation of the highest award of one of the Veterans Organizations chartered by Congress, and a member of the National Veterans Day Committee.

4-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, this headquarters, is authorized to contact the host agency directly to coordinate the following:

- a. The composition of the official party.
- b. The names of the US officials who will be present during the ceremony.
- c. Special requirements.

4-3. **HOST.** The Commanding General, MDW, will be the host. If the CG, MDW, is not available, a general officer designated by the Chief of Staff, US Army, will serve as host.

4-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and Direct the ceremony.
  - (2) Supervise the execution.
  - (3) Coordinate details with the host, Department of Defense, Department of the Army, other armed services, elements of this command, and other agencies as required.
  - (4) Brief the host and dignitary, or their representatives, on the ceremonial procedures.
  - (5) Request photographic coverage of the ceremony for historical records
- b. Superintendent, Arlington National Cemetery, will-

(1) Provide power to support news media as requested by the Public Affairs Officer, MDW.

(2) Provide a sound system for the announcement of the ceremony.

c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

(1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary. (Security will concentrate on the exterior of the ceremonial area, so that a minimum of security is visible with the official party.)

d. Public Affairs Officer, MDW, will-

(1) Coordinate all news media, coverage of the ceremony.

(2) Coordinate the erection of stands in the vicinity of the Tomb of the Unknown Soldier for TV, movie, and still photographers, as required.

(3) Limit access to reserved press areas to those media representatives who have proper press accreditation.

(4) Maintain liaison with White House Press advance office and Department of State protocol office.

(5) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

(6) Provide a fact sheet for the ceremony.

e. Staff Medical Advisor, MDW, will-

(1) Provide one (1) mobile aid station (ambulance), with medical personnel to be stationed in a location designated by Ceremonies and Special Events. An additional ambulance with a doctor will be present at ceremonies conducted for chiefs of state or heads of government.

(2) Coordinate medical support requirements.

(3) Evacuate casualties so as to detract as little as possible from the ceremony.

(4) Provide Director, Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the name, rank, unit, probable cause and disposition of each casualty.

f. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Conduct traffic control and parking operations within Arlington National Cemetery.

(2) Mark troop positions for the ceremony.

(3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band (Pershing's Own), will provide the ceremonial band and coordinate all musical requirements.

h. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

i. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

j. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

k. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

l. Commander, USA Audiovisual Center, will provide adequate photographic coverage as directed by MDW Ceremonies and Special Events.

4-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

4-6. **BRIEFING.** A key Personnel briefing will be conducted by the MDW Ceremonies Officer in the Tomb Guard Quarters ten (10) minutes after the troop reporting time. The following personnel will attend:

- a. Commander of Troops.
- b. Liason Officer, 3d US Infantry.
- c. Drum Major.
- d. Color Sergeant, Armed Forces Color Guard.
- e. Color Sergeant, Foreign Color Guard.
- f. Communications, 3d US Infantry Salute Battery.
- g. Sergeant of Guard, Tomb of the Unknown Soldier.
- h. Senior Medic.

4-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to ceremony as required.

## **Section II. TROOP LIST**

4-8. **CEREMONIAL ELEMENTS.**

- a. Band: The United States Army Band (Pershing's Own):
  - (1) Conductor and Drum Major.



(2) Band: One (1) thirty (30) piece band.

(3) One (1) separate bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

(1) Commander of Troops One (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(3) Armed Forces Color Guard: Two (2) color bearers with United States flag and US Army flag and one (1) color guard with a weapon.

(4) Foreign Color Guard: One (1) color bearer with the flag of the dignitary's country and two (2) color guards with weapons.

(5) Salute Battery: Four (4) guns. (Not used for Ambassadors accredited to the United States.)

(6) Wreath Bearer One (1) enlisted.

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Formation: One (1) platoon leader and one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Marine Corps flag and one (1) color guard with a weapon.

d. United States Navy (Commandant, Naval District of Washington):

(1) Formation: One (1) platoon leader with one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Navy flag.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Formation: One (1) flight leader with one (1) (3x5) flight.

(2) Armed Forces Color Guard: One (1) color bearer with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Formation: One (1) platoon leader with one (1) (3x5) platoon.

(2) Armed Forces Color Guard: One (1) color bearer with the US Coast Guard flag.

4-9. **SUPERNUMERARIES.** Each service will provide one (1) supernumerary without a weapon.

**4-10. SUPPORTING ELEMENTS.** United States Army (3d United States Infantry (The Old Guard)):

- a. One (1) Escort Officer, with sedan, to escort the official motorcade within Arlington National Cemetery and to coordinate the firing of the cannon salute.
- b. Liaison officer.
- c. Traffic Guides as required.
- d. Parking Guides as required.
- e. Crowd Control: One (1) NCOIC and five (5) enlisted minimum.
- f. Plaza Guards: One (1) NCOIC and four (4) enlisted minimum.
- g. Route Restraining: One (1) NCOIC and nine (9) enlisted.
- h. Door Openers: Two (2) enlisted personnel to open doors at the dismount point and two (2) enlisted personnel to open doors at the Memorial Display Room.
- i. Wheelchair bearers as required.
- j. Umbrella bearers four (4) enlisted minimum.
- k. Marking Detail: Personnel to mark the ceremony site.
- l. Announcer.

### **Section III. SEQUENCE OF EVENTS**

**4-11. MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

**4-12. ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes prior to the scheduled ceremony time. The MDW Ceremonies Officer will brief the host, if required.

**4-13. ARRIVAL OF THE DIGNITARY.**

a. The dignitary and the official party will arrive at Memorial Gate. They will be met by the escort officer who will escort the motorcade to the dismount point at the West Entrance of the Amphitheater on Memorial Drive. An appropriate cannon salute will be fired while the party is enroute.

b. The honor guard and the foreign color guard will come to "ATTENTION" two (2) rounds from the end of the cannon salute. If the dignitary is an Ambassador accredited to the United States, the troops will come to "ATTENTION" when the motorcade appears at the West Entrance.

c. The host will greet the dignitary at the West Entrance, brief the dignitary if required, and escort the dignitary through the ceremony. The official party will be organized and escorted by the MDW Ceremonies Officer. If desired, the briefing of the dignitary may be conducted in the Memorial Display Room.

4-14. **RECEIVING THE FOREIGN FLAG.** Once the official party has been organized, the dignitary will be escorted up the steps, halting at the edge of the colonnade, facing the flag of the dignitary's country. There the entire party will halt. The foreign color guard will "PRESENT ARMS" whereupon all members of the official party will render the appropriate salute.

4-15. **MOVEMENT TO THE MEMORIAL DISPLAY ROOM.**

a. After the foreign flag has been recieved, the dignitary will be escorted around the north colonnade. The foreign color guard will follow the dignitary and host. The official party will follow the foreign color guard.

b. The dignitary, host, foreign color guard and official party will enter the Memorial Display Room. While the MDW Ceremonies Officer is briefing the dignitary, the official party will be escorted to the area reserved for them. At the conclusion of the briefing the host will escort the dignitary, followed by the foreign color guard, down the steps leading to the plaza and halt on the first landing.

4-16. **HONORS TO THE DEAD.**

a. When the dignitary, host and foreign color guard have halted, the honor guard will "PRESENT ARMS". The band will first play the National Anthem of the dignitary's country followed by the National Anthem of the United States, on the first note of the music the dignitary and host will render the appropriate salute.

b. Following the National Anthems the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS". The dignitary, host and foreign color guard will proceed down the steps onto the plaza, halting in front of the Tomb.

4-17. **PLACING THE WREATH.** At this time, the wreath bearer, bugler, and drummer move forward. The wreath bearer stops in front of the dignitary, and when the dignitary touches the wreath, the honor guard will "PRESENT ARMS". The dignitary moves forward, with hands on the wreath as the wreath bearer backs toward the Tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host. As soon as the dignitary has returned to the position the dignitary will face the Tomb, the drummer will sound four muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the dignitary and host will render the appropriate salute. At the conclusion of TAPS, the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS".

4-18. **MOVEMENT TO THE MEMORIAL DISPLAY ROOM**

a. Upon the conclusion of TAPS, the foreign color guard wheels to the rear and left, in order to permit the dignitary and host to pass to the Memorial Display Room. When the host is assured that the foreign color guard has moved, the host escorts the dignitary, followed by the foreign color guard and the official party, into the Memorial Display Room.

b. The foreign color guard will continue through the Memorial Display Room around the north colonnade to a position at the West Entrance of the Amphitheather.

c. After the dignitary, host foreign color guard, and official party have entered the Memorial Display Room the honor guard will be dismissed.

#### 4-19. DEPARTURE OF THE DIGNITARY.

a. When the dignitary and official party have completed their visit in the Memorial Display Room, the host will escort the official party around the north colonnade to the West Entrance. The host will escort the dignitary to a position facing the flag of the dignitary's country and the remainder of the official party will halt on the colonnade a few steps to the north of the dignitary. The foreign color guard will "PRESENT ARMS": and all members of the official party will render the appropriate salute, thus concluding the ceremony. (The foreign color guard will remain in position until the dignitary's vehicle departs.)

b. The dignitary and the official party will descend the steps where the motorcade is formed. After farewell remarks have been exchanged, the dignitary and the official party will enter their vehicles.

c. When all members of the official party have entered their vehicles the motorcade, led by the escort officer, will depart Arlington National Cemetery via Memorial Gate. When the motorcade has departed the cemetery, the troops will be dismissed.

CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

Section IV

DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
Commander of Troops	1															1		
Marching Platoon 3x5	1		15	1		15	1		15	1		15	1		15	5		75
Armed Forces Color Gd		1	2			2			1			1			1		1	7
Foreign Color Guard		1	2														1	2
TUSAB	1	1	30													1	1	30
Drummer			1															1
Bugler			1															1
*Salute Battery	1	2	12													1	2	12
*Commo NCO		1															1	
Liaison Officer	1															1		
Escort Officer	1															1		
Door Openers (car)			2															2
Door Openers (Mem Display Rm)			2															2
Announcer			1															1
Wreath Bearer		1															1	
*Umbrella Bearers (minimum)			4															4
*Wheelchair Bearers																		
Plaza Guards (minimum)		1	4														1	4
*Parking Guides																		
*Traffic Guides																		
Crowd Control (minimum)		1	5														1	5
Route Restraining		1	9														1	9

\* As Required

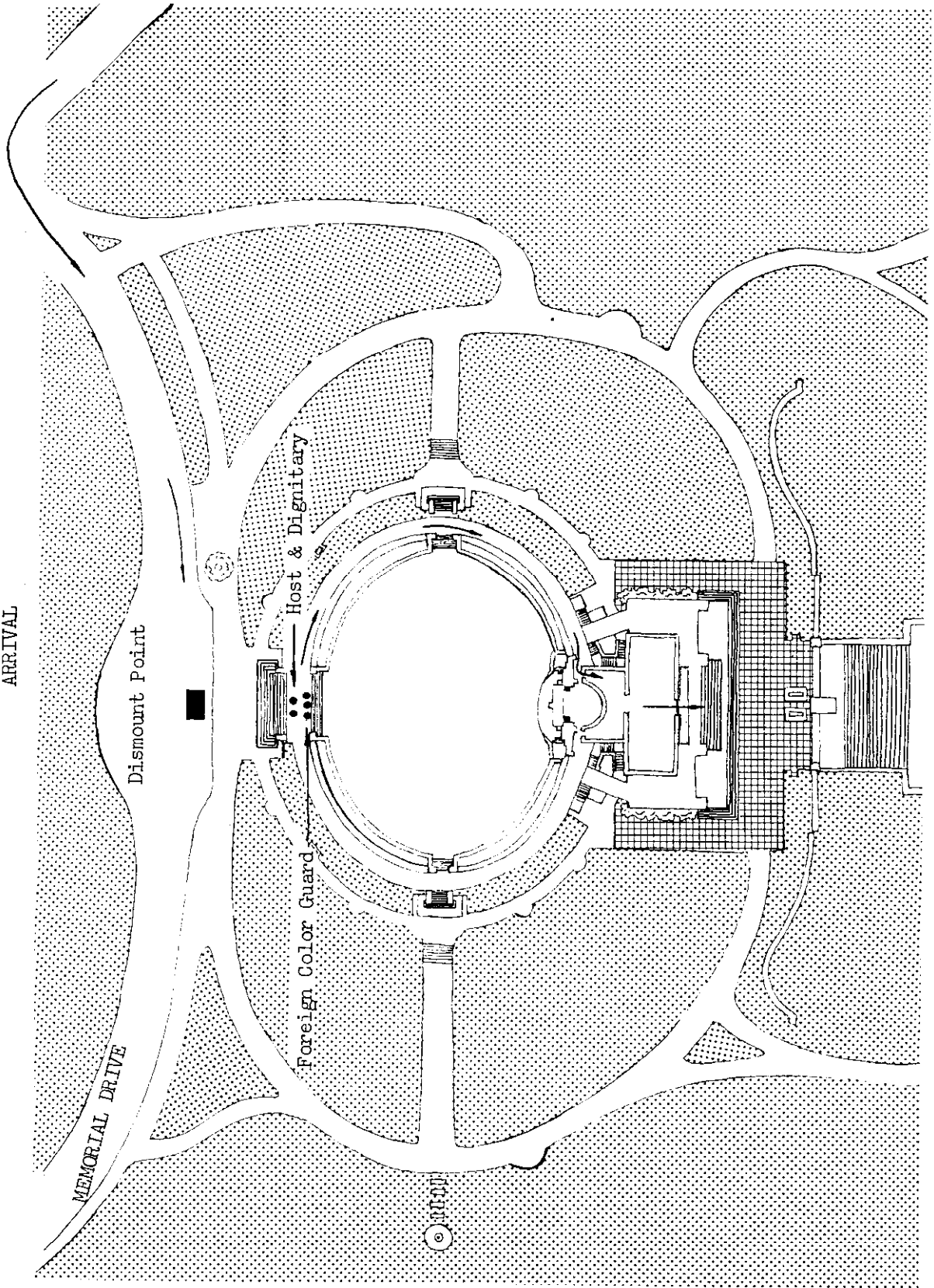
**CHAPTER 4**

**SECTION V**

**DIAGRAMS**

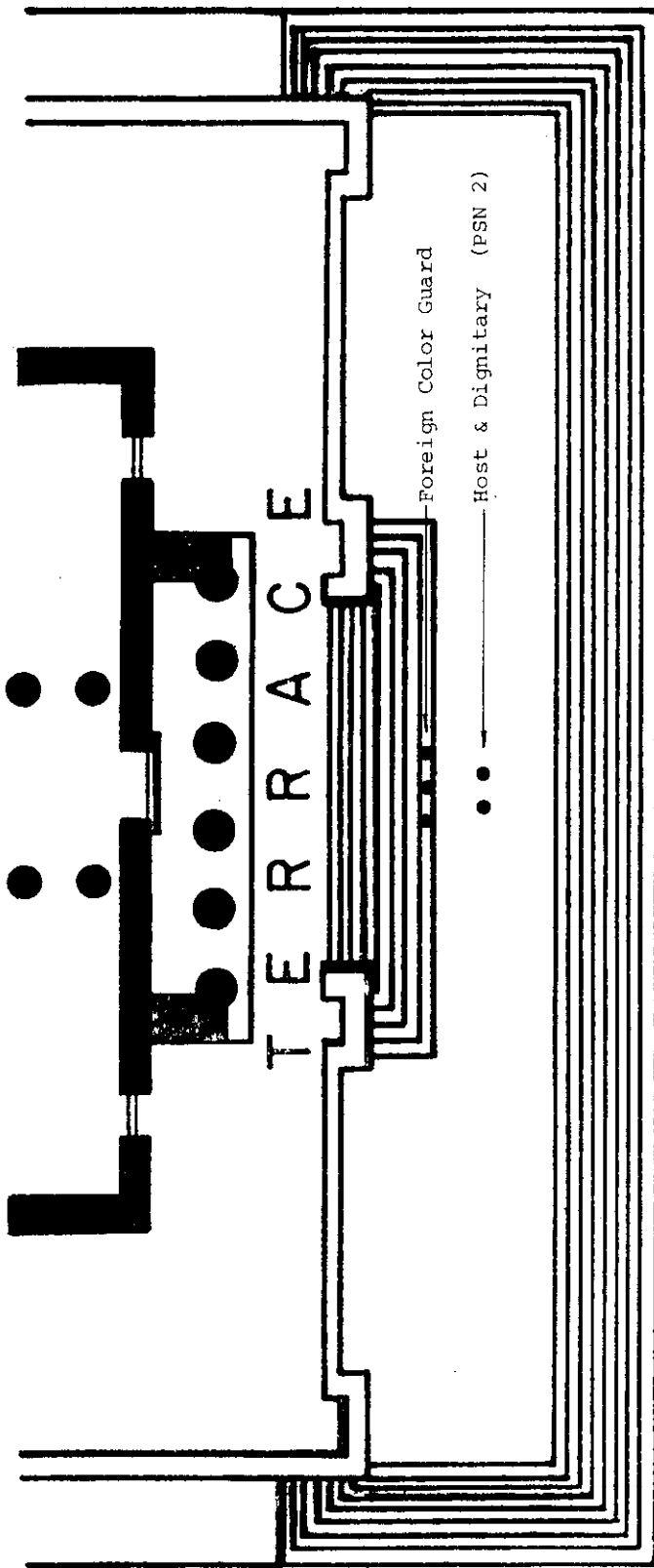
ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

ARRIVAL



# ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

TROOP FORMATION

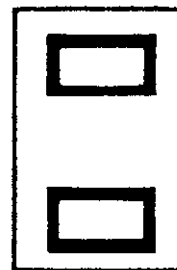


1. Host
2. Dignitary (PSN3)
3. Foreign Color Guard
4. Wreath Bearer
5. Bugler
6. Drummer
7. Armed Forces Color Guard

BAND

7

3  
2 • • 1



4  
5  
6

Press

USCG

USN

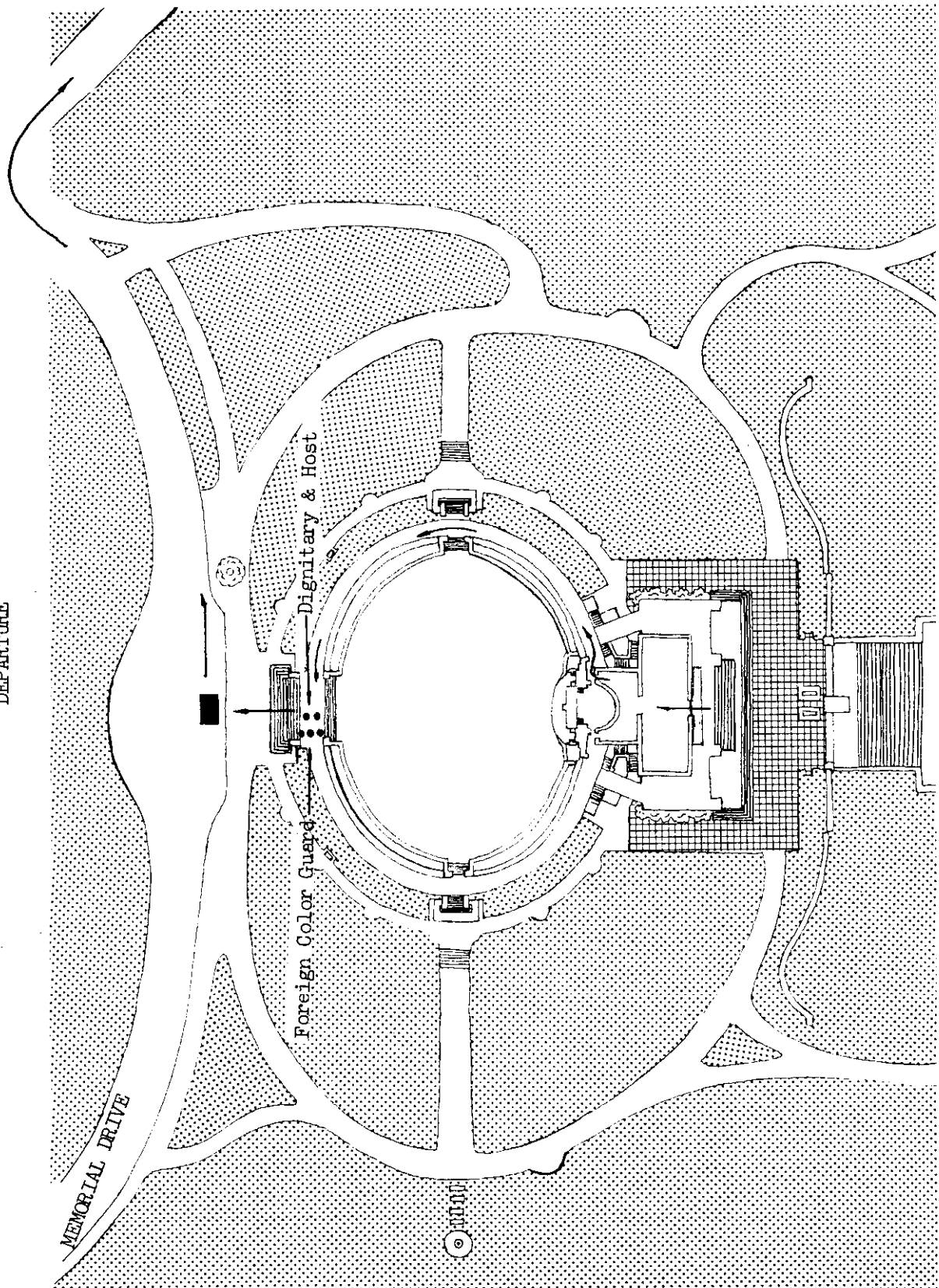
USA

USMC

USAF

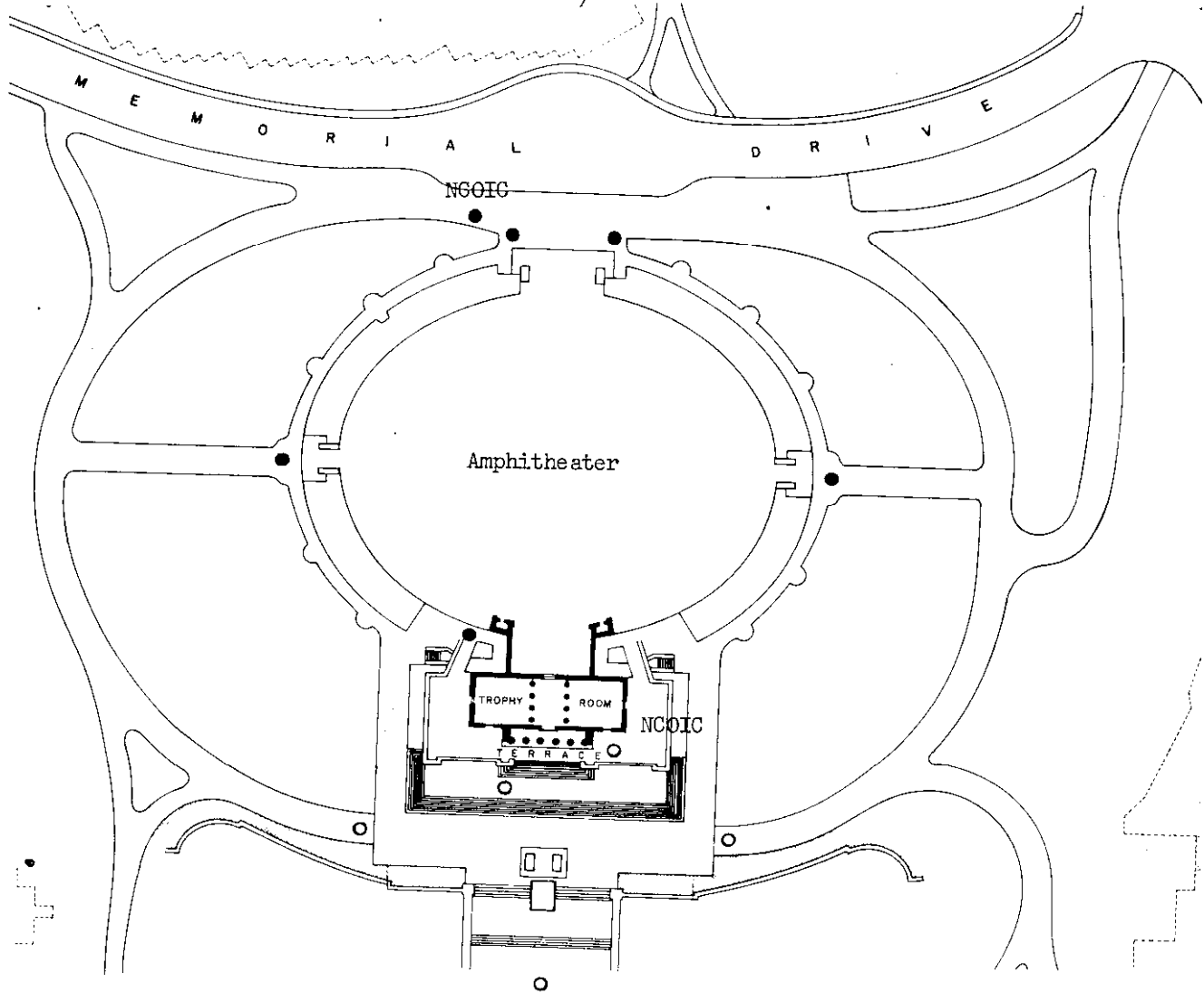


ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA  
DEPARTURE



# ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

CROWD CONTROL/PLAZA GUARDS



## CROWD CONTROL

- 1 NCOIC
- 5 EP

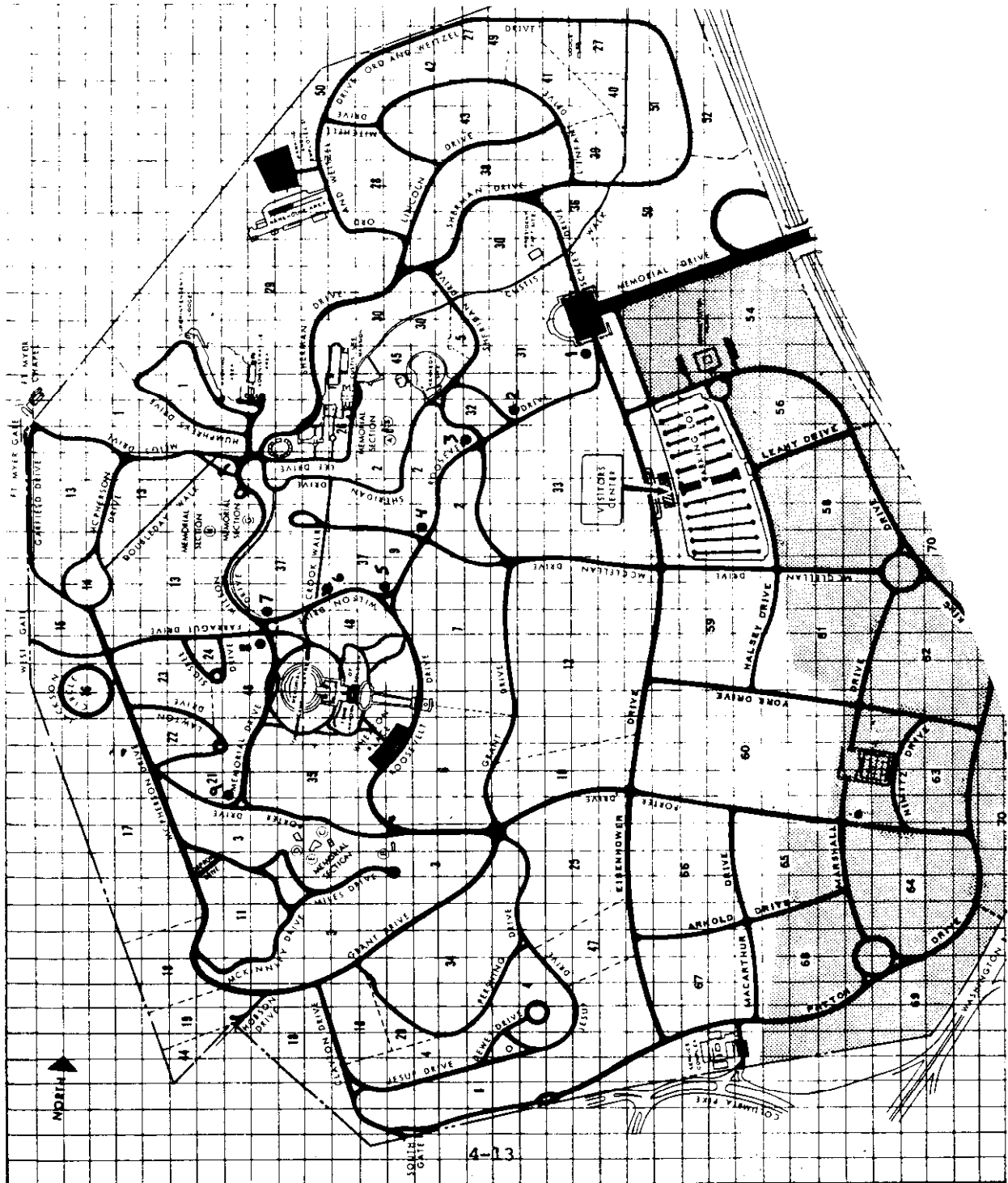
## PLAZA GUARDS

- 1 NCOIC
- 4 EP

# ARMED FORCES FULL HONOR WREATH CEREMONY - PLAZA

## ROUTE RESTRAINING

1 NCOIC  
9 EP



## CHAPTER 5

### ARMY FULL HONOR WREATH CEREMONY

#### Section I. GENERAL

5-1. **AUTHORITY.** This ceremony will be conducted when directed by the Department of the Army or the Commanding General, Military District of Washington (MDW), for:

- a. Dignitaries equivalent in rank to the Secretary of the Army.
- b. The Chief of Staff of a foreign army.
- c. Presentation of a medal for valor by a foreign government (other than that nation's highest award).
- d. Other individuals, agencies, or organizations as directed. This ceremony is conducted for civilian organizations only on special occasions.

5-2. **COORDINATION.** Upon request from the Department of the Army or the CG, MDW, for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to direct contact with the host agency directly to coordinate the following:

- a. The composition of the official party.
- b. The names of US officials who will be present during the ceremony.
- c. Special requirements.

5-3. **HOST.** The commanding General, MDW, will be the host. If the CG, MDW, is not available, a general officer designated by the Chief of Staff, US Army will serve as the host. If the ceremony is conducted for a civilian organization the host will be a field grade officer from the 3d US Infantry (The Old Guard).

5-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and direct the ceremony.
  - (2) Supervise the execution.
  - (3) Coordinate details with the host agency, Department of the Army, elements of this command, and other agencies as required.
  - (4) Brief the host and dignitary, or their representatives, on the ceremonial procedures.
  - (5) Request photographic coverage of the ceremony for historical records.
- b. Superintendent, Arlington National Cemetery will-

(1) Provide power to support news media as requested by the Public Affairs Officer, MDW.

(2) Provide a sound system for the announcement of the ceremony.

c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

(1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary. (Security will concentrate on the exterior of the ceremonial area, so that a minimum of security is visible with the official party.)

d. Public Affairs Officer, MDW, will-

(1) Coordinate all news media coverage of the ceremony.

(2) Coordinate the erection of stands in the vicinity of the Tomb of the Unknown Soldier for TV, movie, and still photographers, as required.

(3) Limit access to reserved press areas to those media representatives who have proper press accreditation.

(4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

e. Staff Medical Advisor, MDW, will-

(1) Provide one (1) mobile aid station (ambulance), with medical personnel to be stationed in a location designated by Ceremonies and Special Events. An additional ambulance with a doctor will be present at ceremonies conducted for chiefs of state or heads of government.

(2) Coordinate medical support requirements.

(3) Evacuate casualties inconspicuously.

(4) Provide Director, Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the name, rank, unit, probable cause and disposition of each casualty.

f. Commanding Officer 3d US Infantry (The Old Guard), will-

(1) Conduct traffic control and parking operations within Arlington National Cemetery.

(2) Mark troop positions for the ceremony.

(3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band (Pershing's Own), will provide the ceremonial band and coordinate all musical requirements.

h. Commander, USA Audiovisual Center, will provide adequate photographic coverage as directed by MDW Ceremonies and Special Events.

5-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

5-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer in the Tomb Guard Quarters ten (10) minutes after the troop reporting time. The following personnel will attend:

- a. Commander of Troops
- b. Liaison Officer, 3d US Infantry.
- c. Drum Major.
- d. Color Sergeant, 3d US Infantry
- e. Color Sergeant, Foreign Color Guard (if required).
- f. Communications, 3d US Infantry Salute Battery.
- g. Sergeant of the Guard, Tomb of the Unknown Soldier.
- h. Senior Medic.

5-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## **Section II. TROOP LIST**

5-8. **CEREMONIAL ELEMENTS.**

a. Band: The United States Army Band (Pershing's Own):

- (1) Conductor and Drum Major.
- (2) Band: One (1) thirty (30) piece band.
- (3) One (1) separate bugler and drummer.

b. United States Army (3d US Infantry (The Old Guard)):

(1) Commander of Troops One (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: Two (2) platoon leaders and two (2) (3x9) platoons.

(3) Color Guard: Two (2) color bearers with the United States flag, the US Army flag and two (2) color guards with weapons.

(4) Foreign color guard (when the ceremony is for a foreign dignitary): One (1) color bearer with the color of the dignitary's country and two (2) color guards with weapons.

(5) Salute Battery: Four (4) guns.

(6) Wreath bearer one (1) enlisted.

5-9. **SUPERNUMERARIES.** Each platoon will provide one (1) supernumerary without a weapon.

5-10. **SUPPORTING ELEMENTS.** United States Army (3d United States Infantry (The Old Guard)):

a. One (1) escort officer, with sedan, to escort the official motorcade within Arlington National Cemetery, and to coordinate the firing of the cannon salute.

b. Liaison Officer.

c. Traffic Guides as required.

d. Parking guides as required.

e. Crowd Control: One (1) NCOIC and five (5) enlisted minimum.

f. Plaza Guards: One (1) NCOIC and four (4) enlisted minimum.

g. Door Openers: Two (2) enlisted personnel to open doors at the dismount point and two (2) enlisted personnel to open doors at the Memorial Display Room.

h. Wheelchair bearers as required.

i. Umbrella bearers as required.

j. Marking detail: Personnel to mark the ceremony site.

k. Announcer.

### **Section III. SEQUENCE OF EVENTS**

5-11. **MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

5-12. **ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes prior to the scheduled ceremony time. The MDW Ceremonies Officer will brief the host, if required.

5-13. **ARRIVAL OF THE DIGNITARY.**

a. The dignitary and the official party will arrive at Memorial Gate. They will be met by the escort officer, who will escort the motorcade to the Dismount Point at the West Entrance of the Amphitheater on Memorial Drive. If the dignitary is authorized a cannon salute, it will be fired while the official party is enroute.

b. The honor guard and the foreign color guard will come to "ATTENTION" two (2) rounds from the end of the cannon salute, or when the motorcade appears at the West Entrance if a cannon salute is not fired.

c. The host will greet the dignitary at the West Entrance, brief the dignitary if requested, and escort the dignitary through the ceremony. The official party will be organized and briefed by the MDW Ceremonies Officer. If desired, the briefing of the dignitary may be conducted in the Memorial Display Room.

**5-14. RECEIVING THE FOREIGN FLAG.** Once the official party has been organized, the dignitary will be escorted up the steps, halting at the edge of the colonnade, facing the flag of the dignitary's country. There the entire party will halt. The foreign color guard will "PRESENT ARMS" whereupon all members of the official party will render the appropriate salute.

**5-15. MOVEMENT TO THE MEMORIAL DISPLAY ROOM.**

a. After the Foreign flag has been received, the dignitary will be escorted around the north colonnade. The foreign color guard will follow the dignitary and host. The official party will follow the foreign color.

b. The dignitary, host, foreign color guard and the official party will enter the Memorial Display Room. While the MDW Ceremonies Officer is briefing the dignitary, the official party will be escorted to the area reserved for them. At the conclusion of the briefing the host will escort the dignitary, followed by the foreign color guard, down the steps leading to the plaza and halt on the first landing.

**5-16. HONORS TO THE DEAD.**

a. When the dignitary, host, and foreign color guard have halted, the honor guard will "PRESENT ARMS". The band will first play the National Anthem of the dignitary's country, followed by the National Anthem of the United States, on the first note of the music the dignitary and host will render the appropriate salute.

b. Following the National Anthems, the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS". The dignitary, host, and foreign color guard will proceed down the steps and onto the plaza, halting when the dignitary and host are in position in front of the tomb.

**5-17. PLACING THE WREATH.** At this time, the wreath bearer, bugler and drummer will move forward. The wreath bearer stops in front of the dignitary and when the dignitary touches the wreath, the honor guard will "PRESENT ARMS". The dignitary moves forward, with hands on the wreath as the wreath bearer backs toward the tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host facing the tomb, the drummer will sound four muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the dignitary and host will render the appropriate salute. At the conclusion of TAPS the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS".

**5-18. MOVEMENT TO THE MEMORIAL DISPLAY ROOM.**

a. Upon the conclusion of TAPS, the foreign color guard wheels to the rear and left, in order to permit the dignitary and host to pass to the Memorial Display Room. When the host is assured that the foreign color guard has moved, the host then escorts the dignitary, followed by the foreign color guard and the official party, into the Memorial Display Room.

b. The foreign color guard will continue through the Memorial Display Room, around the north colonnade to a position at the West Entrance of the Amphitheater.



c. After the dignitary, host, foreign color guard, and official party have entered the Memorial Display Room, the honor guard will be dismissed.

**5-19. DEPARTURE OF THE DIGNITARY.**

a. When the dignitary and official party have completed their visit in the Memorial Display Room, the host will escort the official party around the north colonnade to the West Entrance. The host will escort the dignitary to a position facing the flag of the dignitary's country and the remainder of the official party will halt on the colonnade a few steps to the north of the foreign color guard. The color guard will "PRESENT ARMS" and all members of the official party will render the appropriate salute, concluding the ceremony. The foreign color guard will remain in position until the dignitary's vehicle departs.

b. The dignitary and the official party will descend the steps where the motorcade is formed. After farewell remarks have been exchanged, the dignitary and the official party will enter their vehicles.

c. When all members of the official party have entered their vehicles, the official motorcade, led by the escort officer, will depart Arlington National Cemetery via Memorial Gate. When the motorcade has departed the cemetery, the troops will be dismissed.

# CEREMONIAL AND SUPPORT TROOP CHECKLIST

FOR

## ARMY FULL HONOR WREATH CEREMONY

### Section IV

DUTY	USA			USMC			USN			USAF			USCG			TOTAL		
	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP	O	NCO	EP
Commander of Troops	1															1		
Marching Platoon - 3x9	2		54													2		54
Color Guard		1	3														1	3
* Foreign Color Guard		1	2														1	2
TUSAB	1	1	30													1	1	30
Drummer			1															1
Bugler			1															1
* Salute Battery	1	2	12													1	2	12
* Commo NCO		1															1	
Liaison Officer	1															1		
Escort Officer	1															1		
Door Openers (Car)			2															2
Door Openers(Mem Display Rm)			2															2
Marking Detail			2															2
Announcer			1															1
Wreath Bearer		1															1	
* Umbrella Bearers(minimum)			4															4
* Wheelchair Bearers																		
Plaza Guards(minimum)		1	4														1	4
* Parking Guides																		
* Traffic Guides																		
Crowd Control(minimum)		1	5														1	5
Route Restraining		1	9														1	9

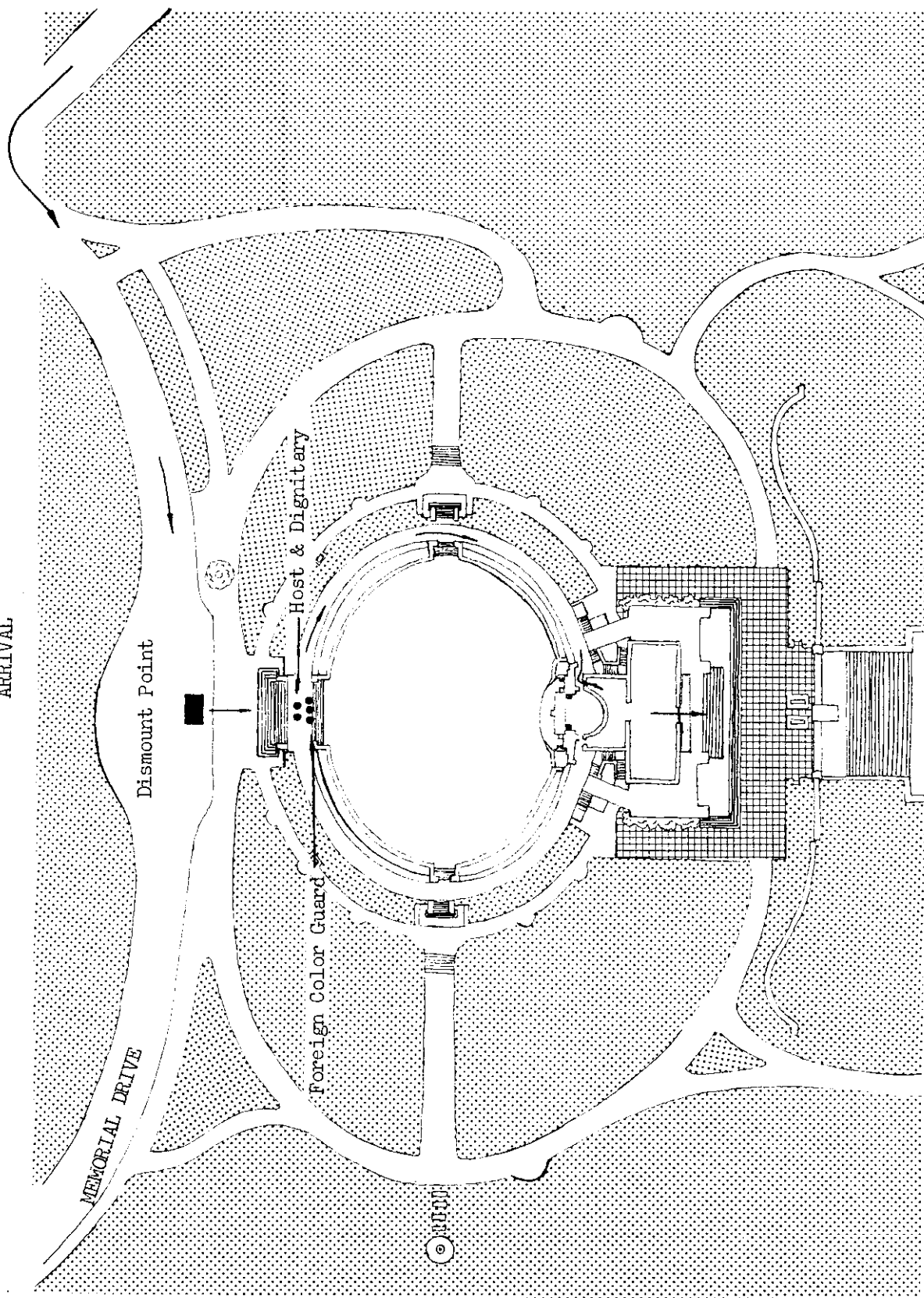
\* AS Required

**CHAPTER 5**

**SECTION V**

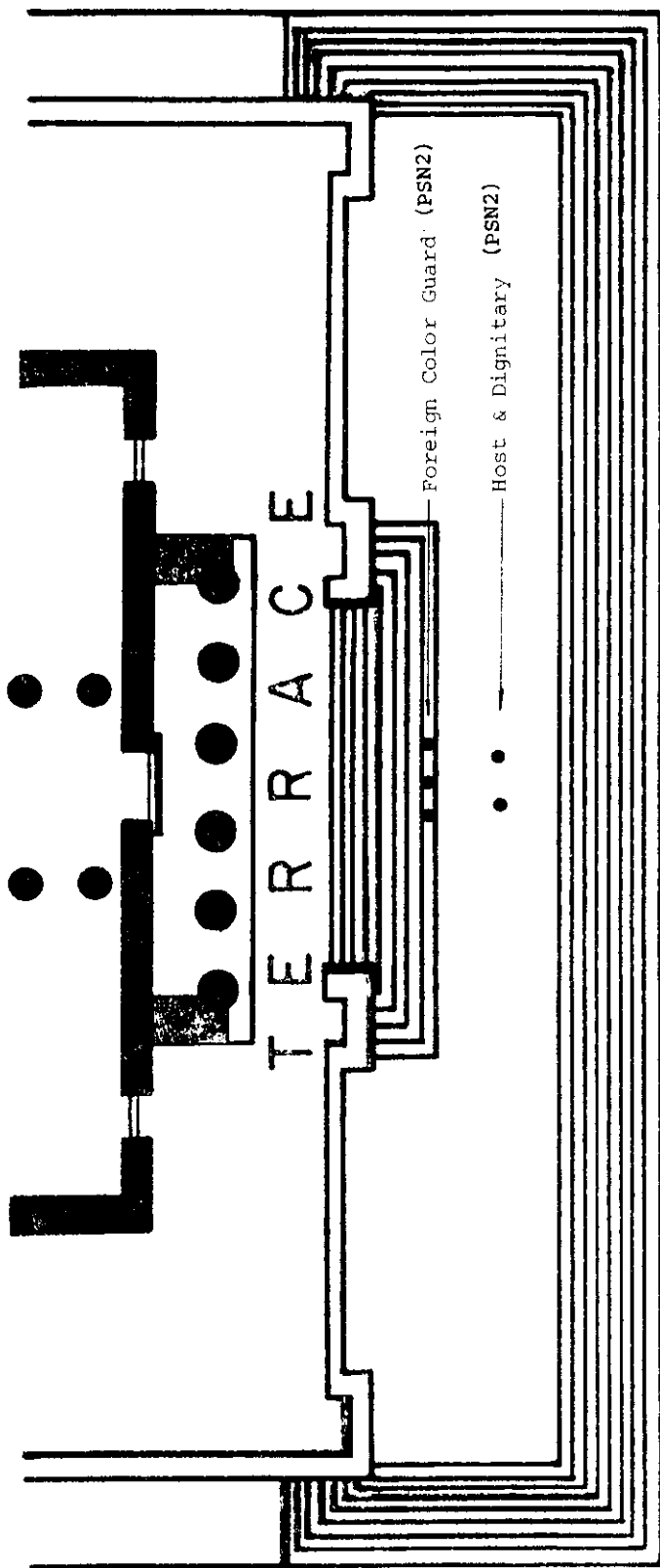
**DIAGRAMS**

ARMY FULL HONOR WREATH CEREMONY  
ARRIVAL



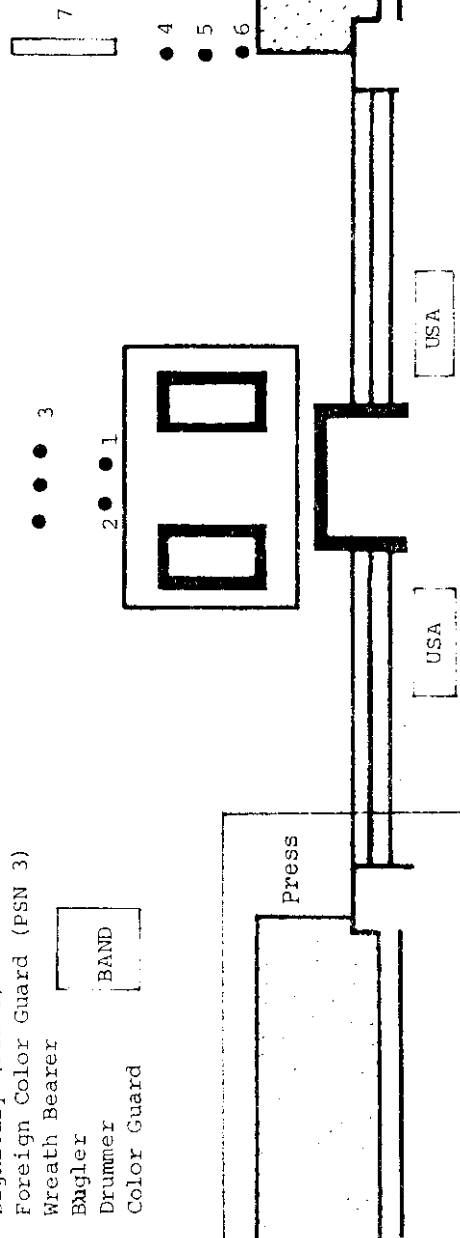
# ARMY FULL HONOR WREATH CEREMONY

TROOP FORMATION



5-9

1. Host
2. Dignitary (PSN 3)
3. Foreign Color Guard (PSN 3)
4. Wreath Bearer
5. Bugler
6. Drummer
7. Color Guard

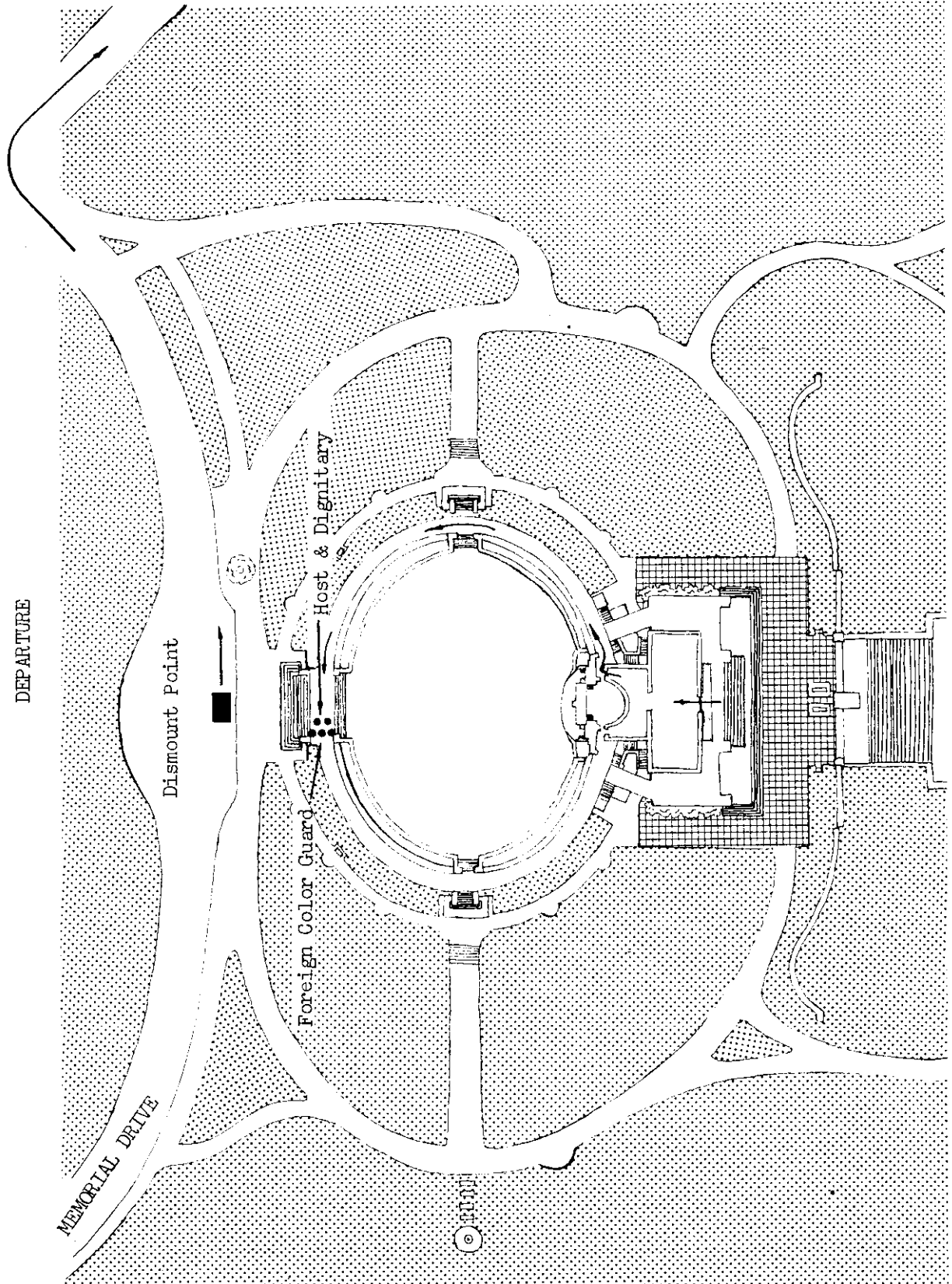


Press

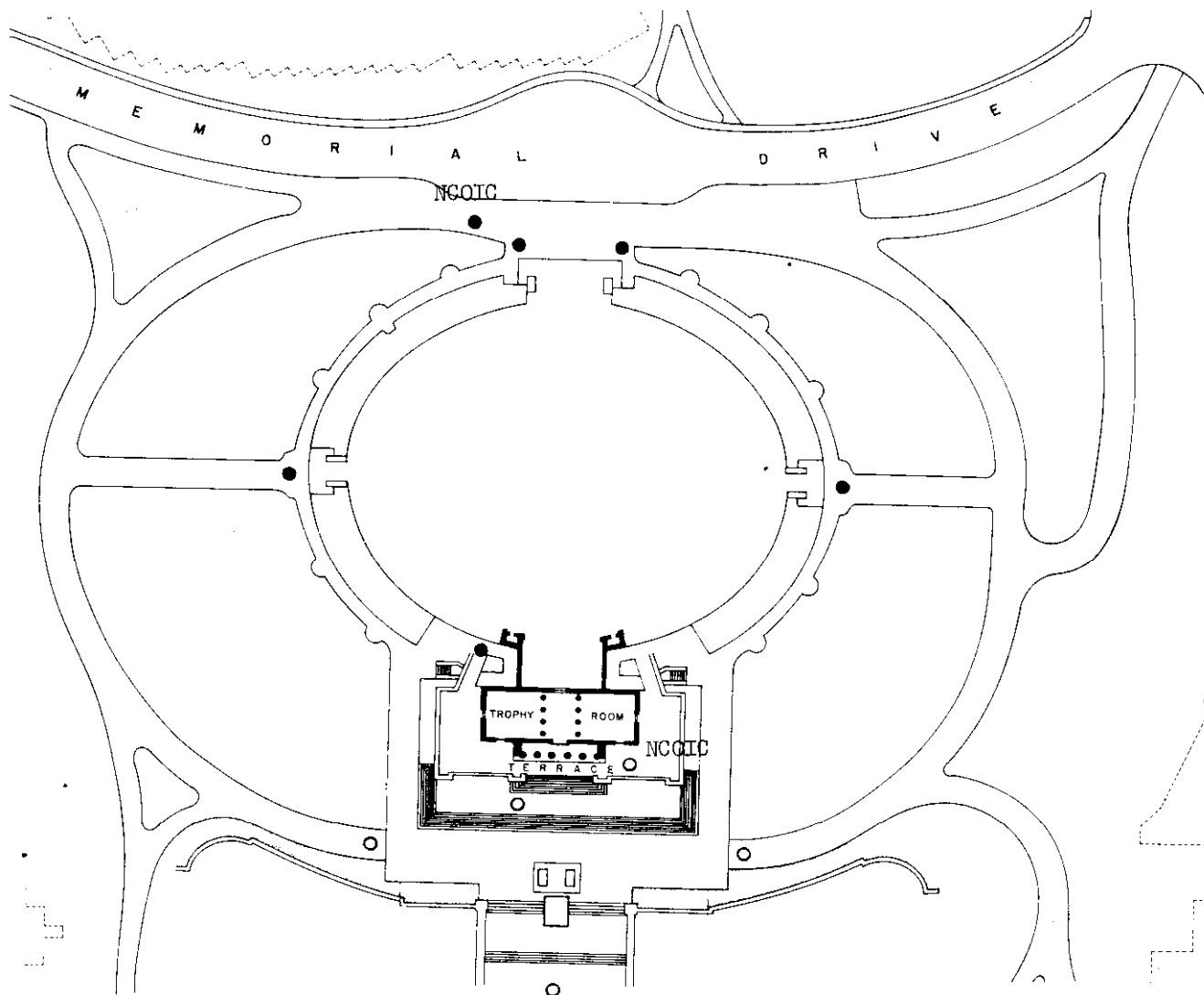
USA

USA

ARMY FULL HONOR WREATH CEREMONY  
DEPARTURE



ARMY FULL HONOR WREATH CEREMONY  
CROWD CONTROL / PLAZA GUARDS



CROWD CONTROL

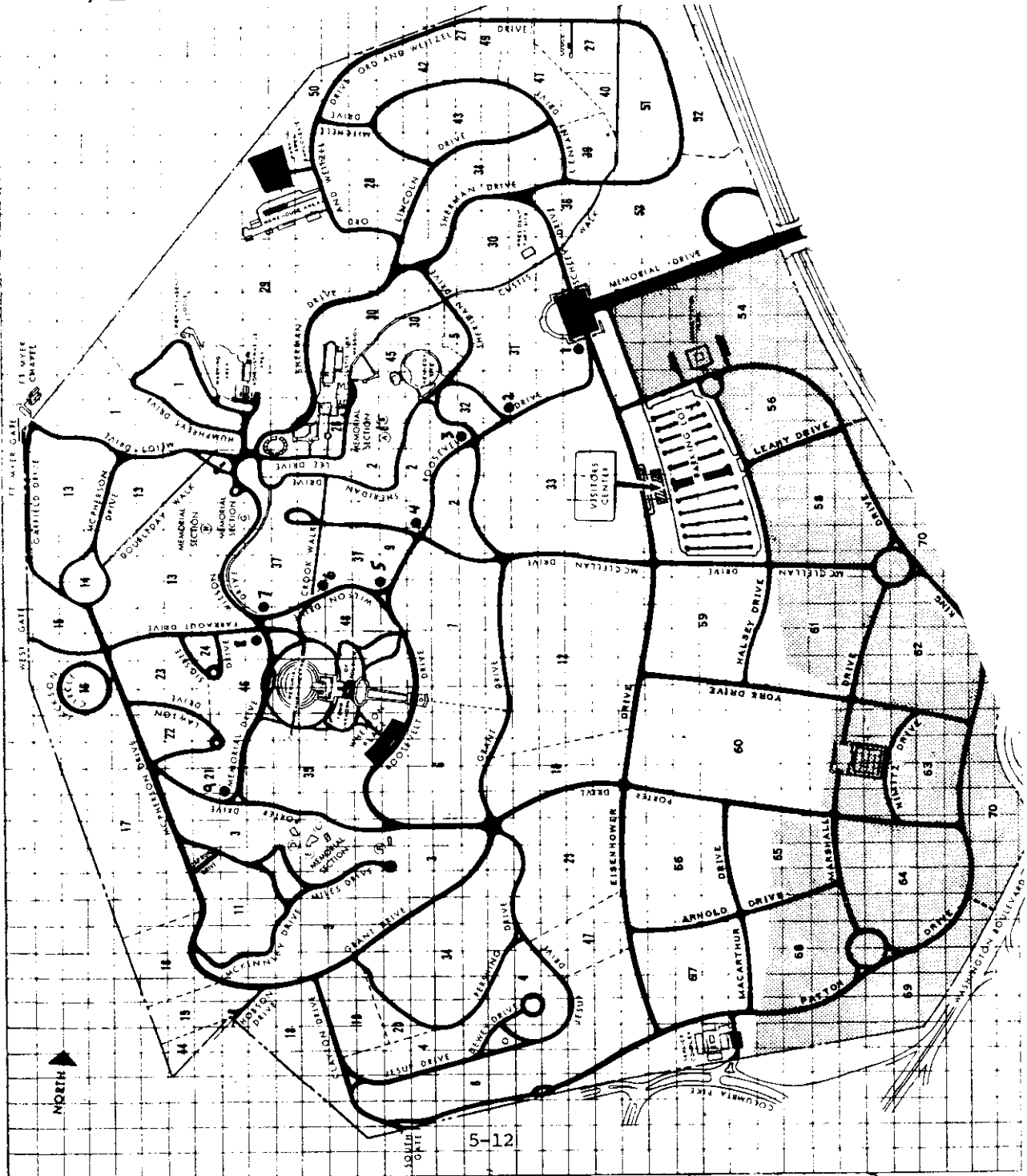
- 1 NCOIC
- 5 EP

PLAZA GUARDS

- 1 NCOIC
- 4 EP

# ARMY FULL HONOR WREATH CEREMONY ROUTE RESTRAINING

1 NCOIC  
9 EF





**CHAPTER 6**  
**ARMY HONOR**  
**STATE MEDAL/PLAQUE CEREMONY**

**Section I. GENERAL**

6-1. **AUTHORITY.** This ceremony will be conducted when approved by the Commanding General, MDW or when requested by higher authority.

6-2. **COORDINATION.**

a. Requests for this ceremony may be received from the Department of the Army, but are normally received directly by Headquarters, MDW, or the Superintendent, Arlington National Cemetery. The requester is directed to submit the plaque for approval to Director, Casualty Memorial Affairs Directorate, ATTN: TAGO. When the plaque is approved, the Director, Casualty Memorial Affairs, notifies Headquarters, MDW, and Superintendent, Arlington National Cemetery. Director, Ceremonies and Special Events, MDW, coordinates the time of presentation with the requester and Superintendent, Arlington National Cemetery.

b. Requests for a State Medal ceremony are the same as stated in 6-2a above; however, the requester is directed to submit the State Medal direct to the superintendent, ANC for approval.

6-3. **HOST.**

- a. The Commanding General, MDW, is the host for a state medal ceremony.
- b. The Superintendent, ANC is the host for a plaque ceremony.

6-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW will-
  - (1) Plan and Direct the ceremony.
  - (2) Coordinate details with the host agency, elements of this command, and other agencies as required.
  - (3) Supervise the execution.
  - (4) Request photographic coverage of the ceremony for historical records.
  - (5) Request public address system.

(6) Brief the host and dignitary, or their representatives, on the ceremonial procedures.

b. Superintendent, Arlington National Cemetery, will-

(1) Provide power to support the news media as requested by the Public Affairs Officer, MDW.

(2) Provide a sound system for announcement of the ceremony.

(3) Prepare a location in the Memorial Display Room for the state medal or plaque.

c. Deputy Chief of Staff for Operations, Plans and Security will-

(1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary.

d. Public Affairs Officer, MDW, will-

(1) Coordinate all news media, coverage of the ceremony, including coverage by media representatives of the state involved.

(2) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

(3) Provide a fact sheet for the ceremony.

e. Staff Medical Advisor, MDW, will-

(1) Provide one (1) mobile aid station (ambulance), with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

(2) Coordinate medical support requirements.

(3) Evacuate casualties.

(4) Provide the Director of Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the casualties name, rank, unit, probable cause and disposition.

f. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Conduct traffic control and parking operations within the cemetery as required.

(2) Mark troop positions for the ceremony.

(3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band (Pershing's Own), will provide musical support

h. Commander, USA Audio-Visual Center, will provide photographic coverage as directed by Ceremonies and Special Events, MDW.

**6-5. REPORTING TIME.**

a. Reporting time: One (1) hour prior to ceremony time.

**6-6. BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer in the Tomb Guard Quarters ten (10) minutes after the troop reporting time. The following personnel will attend:

- a. Commander of Troops.
- b. Liaison Officer, 3d US Infantry.
- c. Color Sergeant, 3d US Infantry.
- d. Senior Medic.
- e. Sergeant of the Guard, Tomb of the Unknown Soldier.

**6-6. REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony, as required.

**6-7. CEREMONIAL ELEMENTS.**

a. Band: The United States Army Band (Pershing's Own):

(1) Bugler.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

(1) Commander of Troops One (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: Two (2) platoon leaders and two (2) (3x5) platoons.

(3) Color Guard: One (1) noncommissioned officer with the United States flag, one (1) bearer with the US Army flag and two (2) guards.

(4) State medal or Plaque bearer: One (1) enlisted.

(5) Wreath bearer one (1) enlisted.

**6-9. SUPERNUMERARIES.** Each platoon will provide one (1) supernumerary without a weapon.

**6-10. SUPPORTING ELEMENTS.** United States Army (3 US Infantry (The Old Guard)):

a. Liaison Officer.

- b. Plaza Guards: one (1) NCOIC and four (4) enlisted minimum.
- c. Door Openers: Two (2) enlisted personnel to open doors at the Memorial Display Room.
- d. Umbrella bearers as required.
- e. Wheelchair bearers as required.
- f. Marking Detail: Personnel to mark the ceremony site.
- g. Announcer.

### **Section III. SEQUENCE OF EVENTS**

6-11. **MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

6-12. **ARRIVAL OF THE HOST.** The host will arrive ten (10) minutes prior to the scheduled ceremony time. The MDW Ceremonies Officer will brief the host, if required.

6-13. **ARRIVAL OF THE DIGNITARY.** The dignitary and official party will arrive at the dismount point of the West Entrance of the Amphitheater on Memorial Drive. The official party will proceed to the Memorial Display Room, where the MDW Ceremonies Officer will greet them and brief the host and dignitary on the details of the ceremony. The official party will be escorted to the area reserved for them.

- a. The host and dignitary will proceed down the steps onto the plaza and halt facing the Memorial Display Room.

6-14. **PRESENTATION OF THE STATE MEDAL OR PLAQUE AND PLACING OF THE WREATH.**

- a. When the dignitary and host have halted and are facing the Memorial Display Room the bearer stops in front of the dignitary and offers the state medal or plaque to the dignitary. Presentation remarks are made at this time. Following the presentation the host accepts the state medal or plaque, and makes acceptance remarks. At the conclusion of acceptance remarks the host will return the state medal or plaque to the bearer, who will move to the Memorial display Room. The host and dignitary will then turn about facing the Tomb for placing of the wreath.

- b. At this time the wreath bearer and bugler move forward. The wreath bearer stops in front of the dignitary. When the dignitary touches the wreath, the honor guard will "PRESENT ARMS". The dignitary then moves forward, with hands on the wreath as the wreath bearer backs toward the Tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host facing the Tomb, and the bugler will play TAPS. On the first note of TAPS the dignitary and host will render the appropriate salute. At the conclusion of TAPS the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS".

6-15. **MOVEMENT TO THE MEMORIAL DISPLAY ROOM.** Upon the conclusion of TAPS the host will escort the dignitary and official party to the Memorial Display Room.

Once the official party has entered the Memorial Display Room the troops will be dismissed.

**6-16 DEPARTURE OF THE DIGNITARY** Following the placement of the state medal or plaque in the Memorial Display Room the dignitary and party will depart.

(Note: When a plaque ceremony has not been approved as an official ceremony by the CG, MDW, or Superintendent, ANC, there will be no remarks on the plaza. Presentation and acceptance remarks will be made in the Memorial Display Room, ANC.)

CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMY HONOR STATE MEDAL / PLAQUE CEREMONY

## Section IV

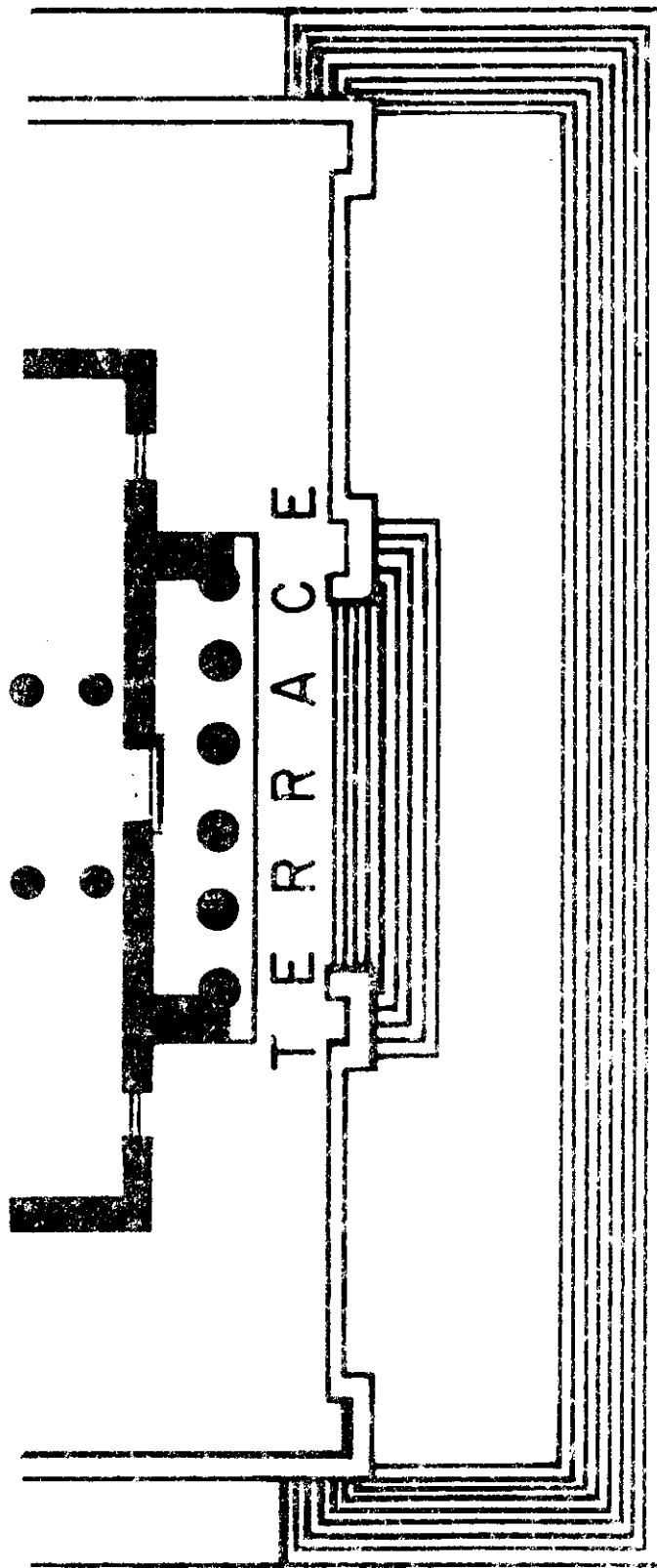
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**CHAPTER 6**

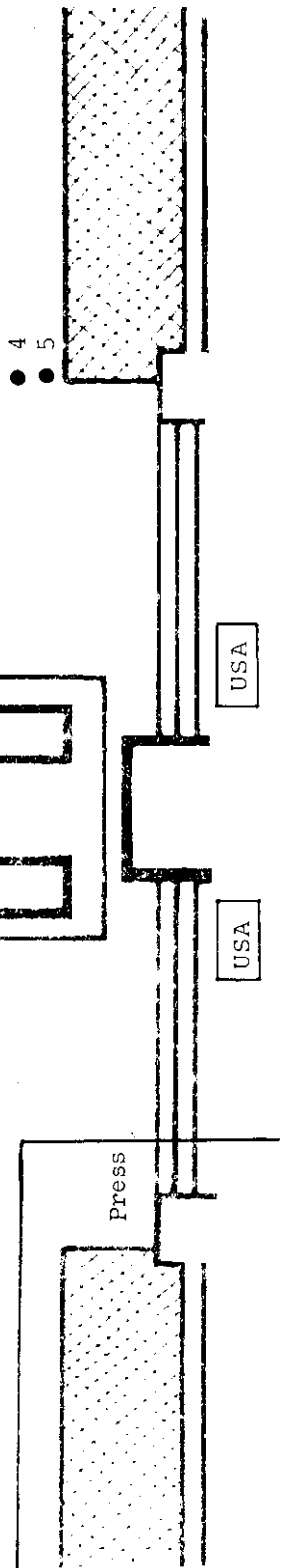
**SECTION V**

**DIAGRAMS**

# ARMY HONOR STATE MEDAL / PLAQUE CEREMONY TROOP FORMATION



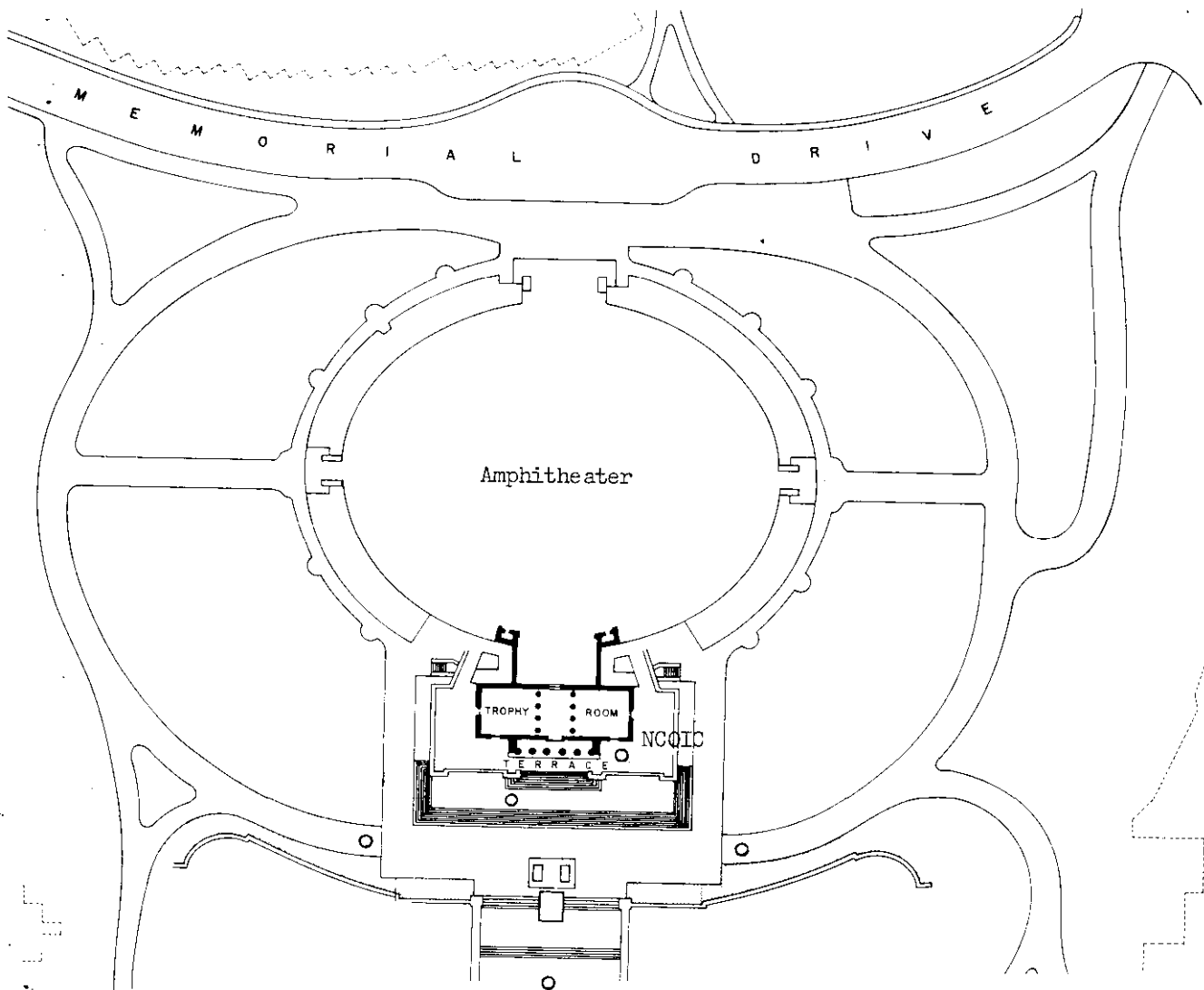
1. Host
2. Dignitary
3. Plaque / State Medal Bearer
4. Wreath Bearer
5. Bugler
6. Color Guard





ARMY HONOR STATE MEDAL / PLAQUE CEREMONY

PLAZA GUARDS



PLAZA GUARDS

○ 1 NCOIC

○ 4 EP

## CHAPTER 7

### ARMY HONOR WREATH CEREMONY

#### Section I. GENERAL

7-1 **AUTHORITY.** This ceremony will be conducted when directed by the Secretary of the Army; Chief of Staff, US Army; or the Commanding General, Military District of Washington (MDW) for:

- a. Foreign visitors whose rank, position, or other circumstances are inappropriate for a more elaborate ceremony.
- b. Members of Congress (US or foreign equivalent).
- c. Veterans and quasi-military organizations of national scope.

#### 7-2. COORDINATION.

a. Upon request from the Department of State; Office of the Director of the Army Staff, Foreign Liaison Office, Assistant Chief of Staff for Intelligence, DA, or from other appropriate organizations and agencies, the Director, Ceremonies and Special Events, MDW, is authorized direct contact with the host agency to coordinate the following.

- (1) The composition of the official party.
- (2) The names of the officials who will be present during the ceremony.
- (3) Background information concerning the occasion or reason, if available.
- (4) Special requirements.

b. Normally a request to schedule a ceremony for individuals named in paragraph 7-1a above, will be initiated by the Foreign Liaison Office, Assistant Chief of Staff for Intelligence, DA, or by the Department of State. Occasionally the request will be received directly from a foreign embassy. Requests received from an embassy must be cleared with the State Department and the Foreign Liaison Office of ACSI, DA, prior to scheduling a ceremony.

c. Requests from organizations named in paragraph 7-1 above, to schedule this ceremony are usually addressed to this headquarters. Authority to conduct this ceremony for these organizations is vested in the Commanding General, MDW.

7-3. **HOST.** The host will be a company grade officer designated by the Commanding Officer, 3d US Infantry (The Old Guard).

#### 7-4. RESPONSIBILITIES.

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and Direct the ceremony.
  - (2) Supervise the execution.

(3) Coordinate details with host agency, elements of this command, and other agencies as required.

(4) Request photographic coverage of the ceremony for historical records.

(5) Request public address system.

(6) Brief the host and dignitary, or their representatives, on the ceremonial procedures.

b. Superintendent, Arlington National Cemetery, will-

(1) Provide power to support news media as requested by the Public Affairs Officer, MDW.

(2) Provide a sound system for the announcement of the ceremony.

c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

(1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary.

d. Public Affairs Officer, MDW, will-

(1) Coordinate all news media coverage of the ceremony.

(2) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

e. Staff Medical Advisor, MDW, will-

(1) Provide (1) mobile aid station (ambulance), with medical personnel, to be stationed in a location designated by Ceremonies and Special Events.

(2) Coordinate medical support requirements.

(3) Evacuate casualties so as to detract as little as possible from the ceremony.

(4) Provide the Director of Ceremonies and Special Events, immediately after the ceremony, a written report of casualties during the ceremony. The report will show the casualties' name, rank, unit, probable cause and disposition.

f. Commanding Officer, 3d US Infantry (The Old Guard) will-

(1) Conduct traffic control and parking operations within Arlington National Cemetery as required.

(2) Mark troop positions for the ceremony.

(3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Band (Pershing's Own), will provide musical support.

h. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Ceremonies and Special Events, MDW.

7-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

7-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer in the Tomb Guard Quarters ten (10) minutes after the troop reporting time. The following personnel will attend.

- a. Commander of Troops.
- b. Liaison Officer, 3d US Infantry.
- c. Color Sergeant, 3d US Infantry.
- d. Sergeant of the Guard, Tomb of the Unknown Soldier.
- e. Senior Medic.

7-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## **Section II. TROOP LIST**

7-8. **CEREMONIAL ELEMENTS.**

a. Band: The United States Army Band (Pershing's Own):

(1) Bugler

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

(1) The Commander of Troops one (1) Officer designated by Commander, 3d US Infantry (The Old Guard).

(2) Formation: Two (2) platoon leaders and two (2) 3x5 platoons.

(3) Color guard: One (1) NCO with the United States flag, one (1) bearer with the US Army flag and two (2) guards.

(4) Wreath Bearer One (1) enlisted.

7-9. **SUPERNUMERARIES.** Each platoon will provide one (1) supernumerary without weapon.

7-10. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)).

- a. Liaison Officer.
- b. Traffic Guides as required.

- c. Plaza Guards: one (1) NCOIC and four (4) enlisted minimum.
- d. Door Openers: Two (2) enlisted personnel to open doors at the Memorial Display Room.
- e. Umbrella bearers as required.
- f. Wheelchair bearers as required.
- g. Announcer.

### **Section III. SEQUENCE OF EVENTS**

7-11. **MARCH-ON OF TROOPS.** March-on time will be determined by the MDW Ceremonies Officer during the key personnel briefing.

7-12. **ARRIVAL OF HOST.** The host will arrive ten (10) minutes prior to the scheduled ceremony time. The MDW Ceremonies Officer will brief the host, if required.

7-13. **ARRIVAL OF THE DIGNITARY.** The dignitary and official party will arrive at the dismount point, West Entrance of the Amphitheater on Memorial Drive. The official party will proceed to the Memorial Display Room, where the MDW Ceremonies Officer will greet them and brief the host and dignitary on the details of the ceremony. The official party will be escorted to the area reserved for them. Following the briefing, the host and dignitary will proceed down the steps onto the plaza halting in front of the Tomb.

7-14. **PLACING THE WREATH.** At this time, the wreath bearer and bugler will move forward. The wreath bearer stops in front of the dignitary. When the dignitary touches the wreath, the honor guard will "PRESENT ARMS". The dignitary then moves forward, with hands on the wreath as the wreath bearer backs toward the Tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host facing the tomb and the bugler will play TAPS. On the first note of TAPS the dignitary and host will render the appropriate salute. At the conclusion of TAPS the dignitary and host will terminate their salute and the honor guard will "ORDER ARMS".

7-15. **MOVEMENT TO THE MEMORIAL DISPLAY ROOM.** Upon conclusion of TAPS, the host will escort the dignitary to the Memorial Display Room.

7-16. **DEPARTURE OF THE DIGNITARY.** When the dignitary and official party have entered the Memorial Display Room the troops will be dismissed.

CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMY HONOR WREATH CEREMONY

## Section IV

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\* As Required

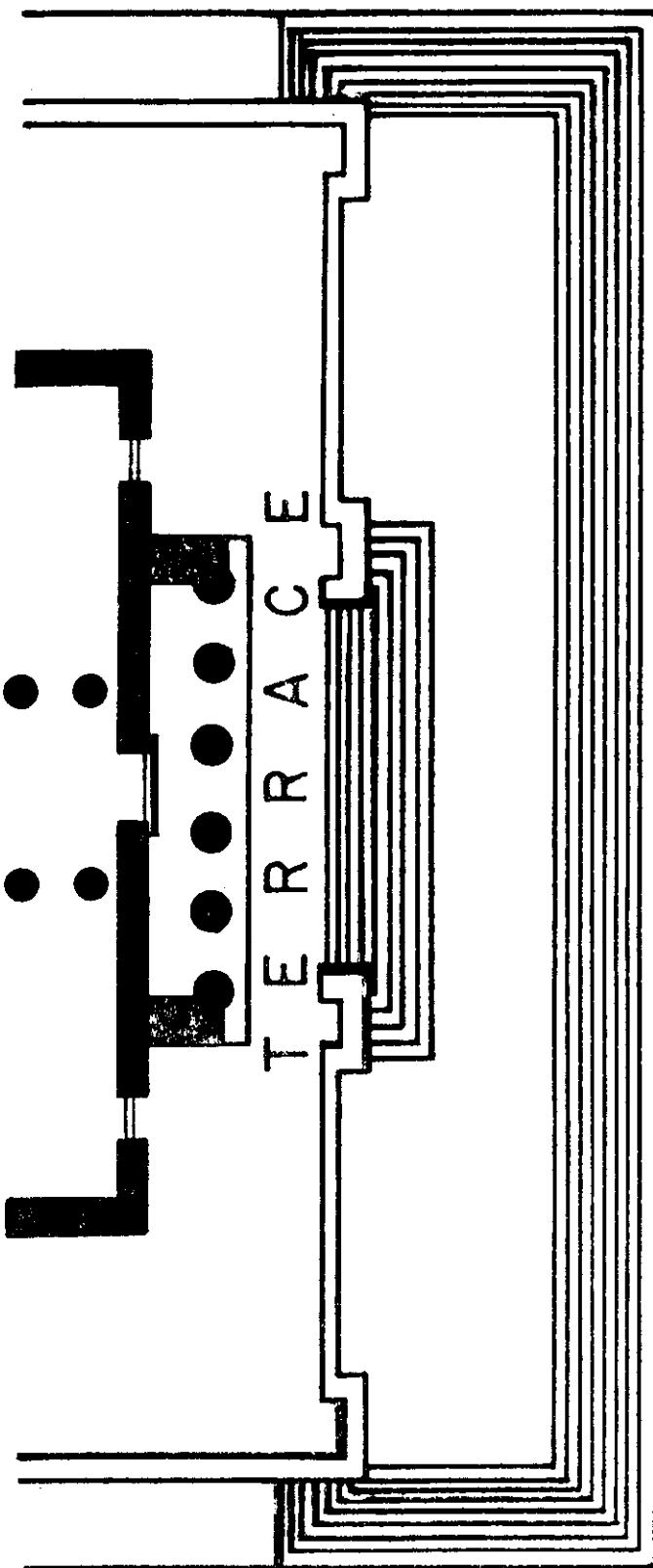
**CHAPTER 7**

**SECTION V**

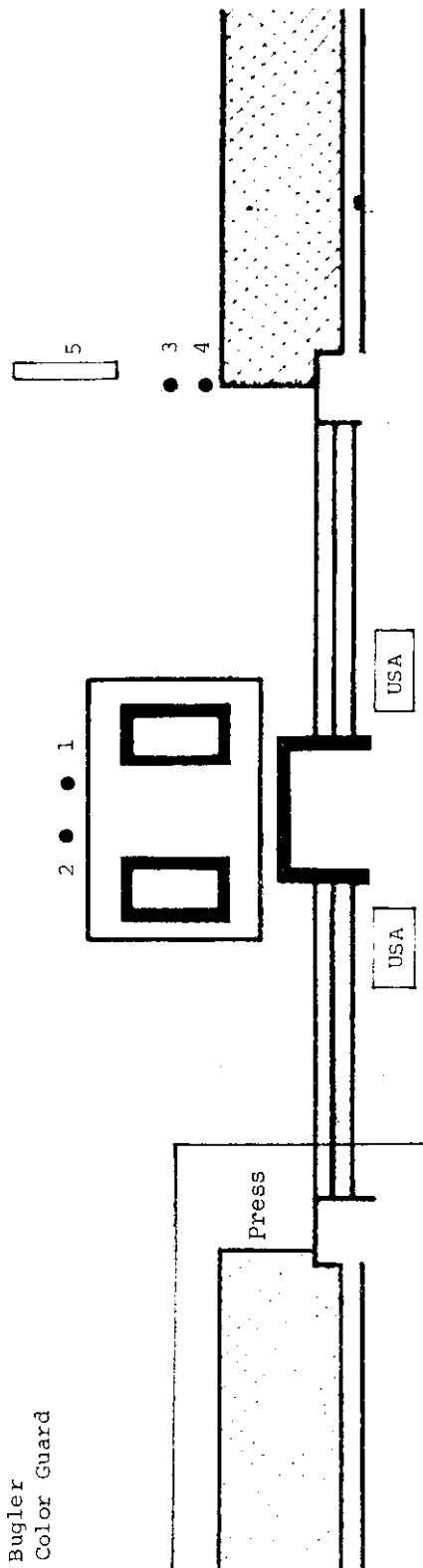
**DIAGRAMS**

# ARMY HONOR WREATH CEREMONY

TROOP FORMATION



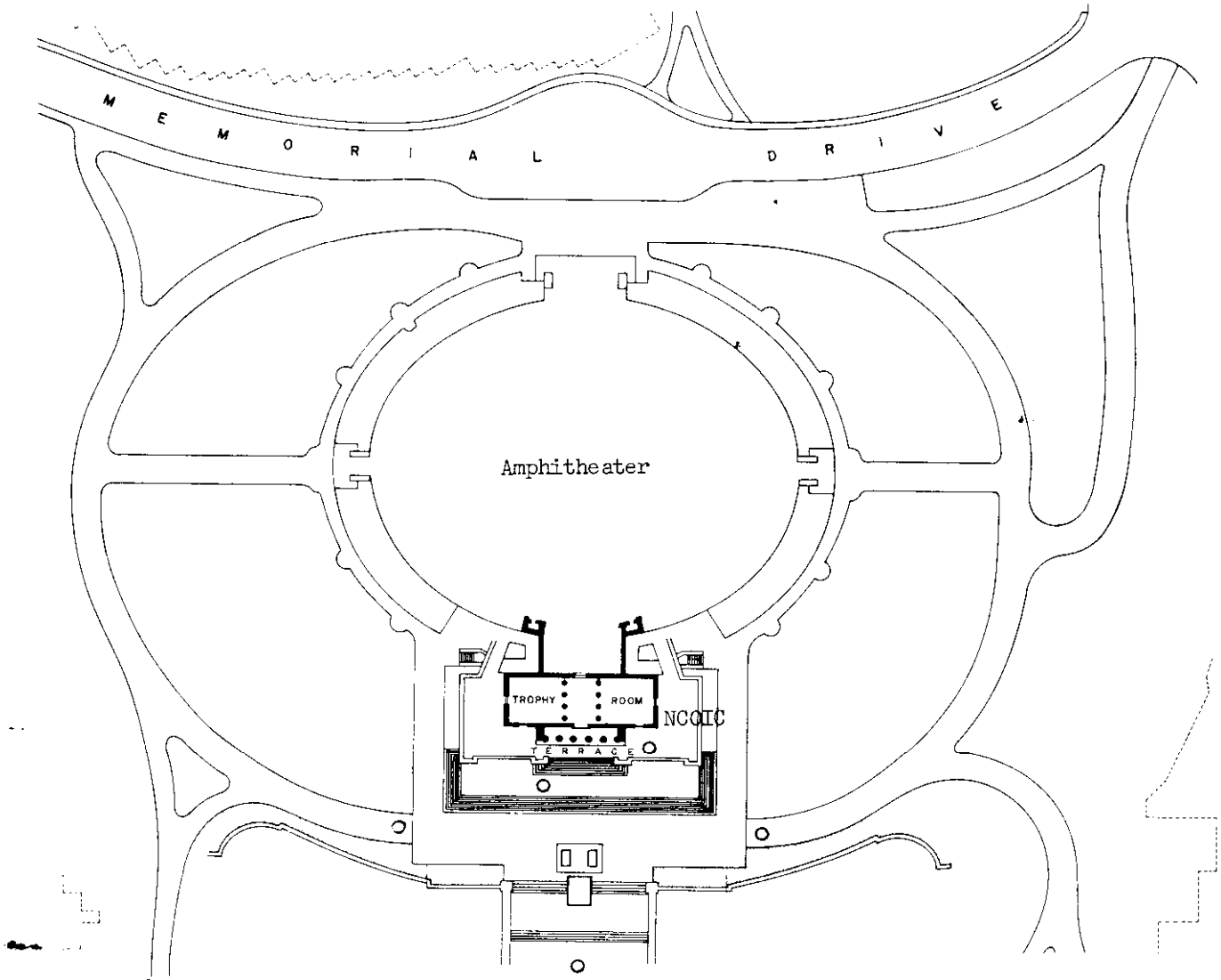
1. Host
2. Dignitary
3. Wreath Bearer
4. Bugler
5. Color Guard





# ARMY HONOR WREATH CEREMONY

## PLAZA GUARDS



## PLAZA GUARDS

- 1 NCOIC
- 4 EP

**CHAPTER 8**  
**PUBLIC WREATH CEREMONY**

**Section I. GENERAL**

8-1. **AUTHORITY.** This ceremony may be conducted, when authorized by the Commanding General, Military District of Washington, (MDW) for--

- a. Nonpartisan patriotic organizations and groups such as veterans organizations.
- b. Civic and educational groups.

8-2. **COORDINATION.**

a. Upon receipt of a request for military participation in a public wreath laying ceremony at the Tomb of the Unknown Soldier, the Director, Ceremonies and Special Events, MDW, is authorized direct contact with the host agency for coordination.

b. In the event of a question as to the nonpartisan nature of the requester, the matter will be forwarded to the Assistant Secretary of the Army (Civil Works) for a decision.

8-3 **HOST.** The host will be Sergeant of the Guard, Tomb of the Unknown Soldier.

8-4. **RESPONSIBILITIES.**

a. Director of Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Coordinate details with the host agency, elements of this command, and other agencies as required.
- (3) Supervise the execution.

8-5. **REPORTING TIME.** Bugler and wreath bearer will report to the Sergeant of the Guard at the Tomb of the Unknown Soldier thirty (30) minutes prior to the scheduled ceremony.

8-6. **BRIEFING.** The host will brief the participating personnel.

8-7. **CEREMONIAL ELEMENTS.**

- a. Wreath bearer one (1) enlisted: A member of the Tomb Guard.
- b. Bugler one (1) enlisted: From The United States Army Band (Pershing's Own).

## Section II. SEQUENCE OF EVENTS

### 8-8. SEQUENCE OF EVENTS.

a. Five (5) minutes prior to the ceremony, the host will meet the dignitary and members of the official party in the Memorial Display Room and brief them on the ceremony. The official party will be escorted to the area reserved for them.

b. Following the briefing the host and dignitary will descend the steps, onto the plaza halting in front of the Tomb.

c. At this time, the wreath bearer and bugler will move forward. The wreath bearer will stop in front of the dignitary. When the dignitary touches the wreath all participants and spectators, with the exception of the dignitary, will salute. The dignitary moves forwards, as the wreath bearer backs toward the tomb, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to a position beside the host, facing the Tomb.

d. As soon as the dignitary has returned to the position beside the host the bugler will play TAPS. On the first note of TAPS the dignitary and host will render the appropriate salute. Upon the conclusion of TAPS the dignitary and host will terminate their salute and the host will escort the dignitary to the Memorial Display Room.

FOR

## PUBLIC WREATH CEREMONY

### Section III

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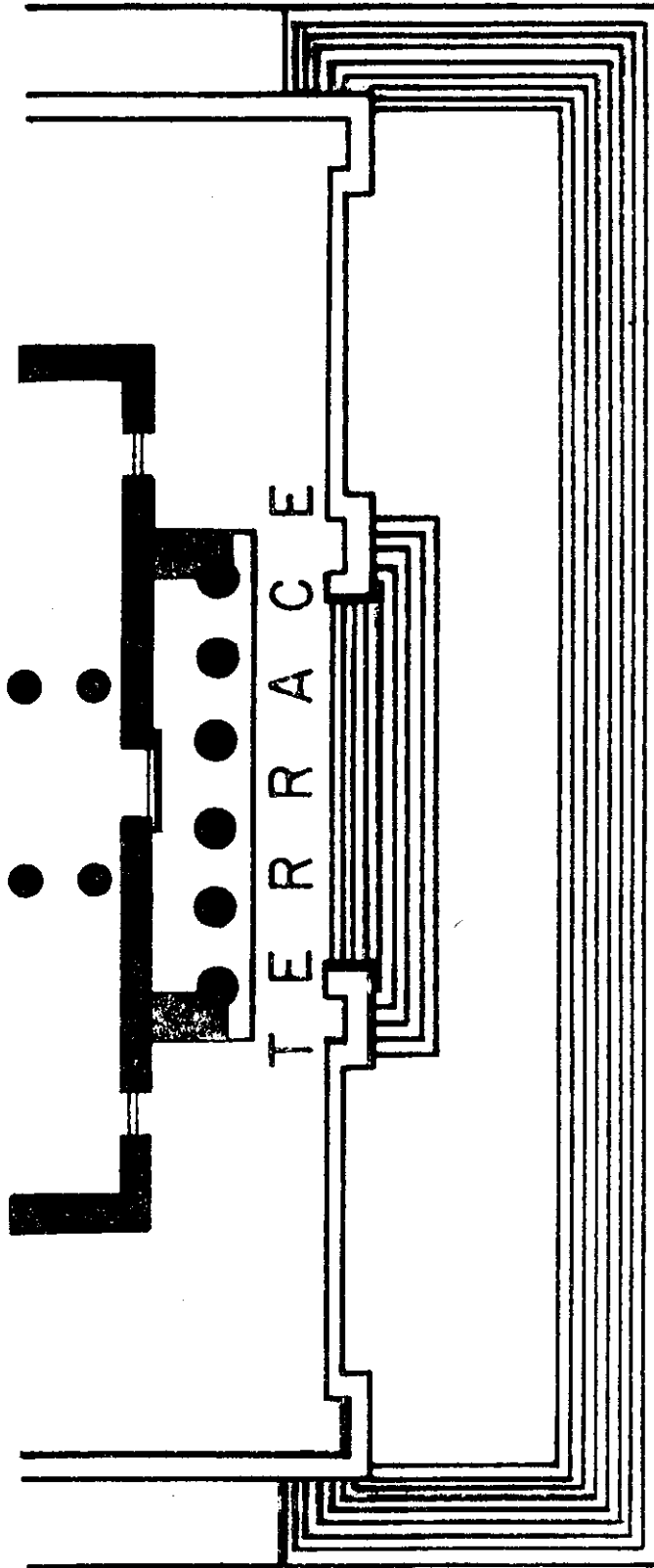
**CHAPTER 8**

**SECTION IV**

**DIAGRAMS**

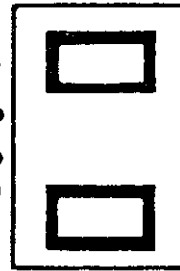
# PUBLIC WREATH CEREMONY

TROOP FORMATION



1. Host
2. Dignitary
3. Wreath Bearer
4. Bugler

2 • • • 1



• 3  
• 4

## CHAPTER 9

### ARMED FORCES FULL HONOR WREATH CEREMONY

#### ABRAHAM LINCOLN

#### LINCOLN MEMORIAL

##### Section I. GENERAL

9-1. **AUTHORITY.** This ceremony will be conducted annually on 12 February as directed by the White House, commemorating the anniversary of the birth of President Abraham Lincoln. The ceremony is held in conjunction with the National Park Service.

9-2. **COORDINATION.** Upon request from the White House for this ceremony, the Director of Ceremonies and Special Events, MDW, is authorized direct contact with all agencies and organizations concerned to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

9-3. **HOST.** The Commanding General, Military District of Washington, will be the host unless designated to be the presidential representative. A general officer designated by the Chief of Staff of the Army will serve as host when the Commanding General, MDW, is not available.

9-4. **RESPONSIBILITIES.**

a. Director, Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with Department of Defense, Department of the Army, elements of this command, and other agencies and organizations as required.
- (4) Brief the host and the dignitary, or their representatives on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

b. Public Affairs Officer MDW, will-

(1) Assist the National Park Service PAO with coordinating news media coverage.

(2) Limit access to reserved press area to authorized media representatives.

(3) Maintain Liaison with DOD and other press officers concerned.

(4) Coordinate armed forces photography. Official Army photo-graphers will receive instructions from MDW Ceremonies and Special Events.

c. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events. An additional ambulance with a doctor will be present at ceremonies conducted for Chiefs of State and heads of government.

d. Commanding Officer, 3d US Infantry (The Old Guard) will-

(1) Mark troop position for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.

(2) Provide ceremonial and supporting troops as indicated herein.

e. Selected Service Band, will provide musical support.

f. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

g. Commandant, Naval District Washington, will provide ceremonial troops as indicated herein.

h. Commander, 1100th Air Base Group, United States Air Force will provide ceremonial troops as indicated herein.

i. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

j. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

9-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

9-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW, Ceremonies Officer ten (10) minutes after troop reporting time. The following personnel will attend:

a. Commander of Troops (Cordon Commander)

b. Liaison Officer, 3d US Infantry.

c. Color Sergeant, 3d US Infantry.



- d. Service Band Representative.
- e. Bugler.
- f. Drummer.
- g. Wreath Bearers.
- h. Senior Medic.

9-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

### 9-8. CEREMONIAL ELEMENTS.

- a. Band: Selected service band with separate bugler and drummer.
- b. United States Army (Commander, 3d US Infantry (The Old Guard)).
  - (1) Commander of Troops (Cordon Commander) one (1) Officer.
  - (2) Honor Cordon: Four (4) enlisted.
  - (3) Armed Forces Color Guard: Two (2) enlisted with the US and Army flag and one (1) color guard with a weapon.
  - (4) Wreath bearers as required.
- c. United States Marine Corps (Commanding Officer, Marine Barracks):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps flag and one (1) color guard with a weapon.
- d. United States Navy (Commandant, Naval District of Washington):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Navy flag.
- e. United States Air Force (Commander, 1100th Air Base Group):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Air Force Flag.
- f. United States Coast Guard (Commanding Officer US Coast Guard Station, Alexandria, Virginia):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

Guard.

9-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

- (a) Liaison Officer.
- (b) Marking Detail: Personnel to mark the ceremony site.

### **Section III. SEQUENCE OF EVENTS**

9-10. **SEQUENCE OF EVENTS.**

a. A pre concert will be conducted by the selected service band fifteen (15) minutes prior to the ceremony time.

b. Dignitaries will arrive approximately ten (10) minutes prior to the scheduled ceremony time. They will be met by the MDW Ceremonies Officer and escorted to the briefing room for a short briefing. Following the briefing the MDW Ceremonies Officer will organize the dignitaries in the proper order and escort the dignitaries to the ready area.

c. The Master of Ceremonies will make opening remarks.

d. At the conclusion of the opening remarks the honor cordon will move into position. The honor cordon commander will post the colors. Once the colors are in position the honor cordon will "PRESENT ARMS" the National Anthem will then be played, at the conclusion of the National Anthem the honor cordon will "ORDER ARMS" and parade rest.

e. The selected service band or chorus will perform a musical interlude.

f. Following the musical interlude the Master of Ceremonies will announce the presentation of wreaths. The wreaths will be placed in the following order:

- (1) Presidential
- (2) Diplomatic Corps
- (3) Department of the Interior
- (4) State of Delaware
- (5) District of Columbia
- (6) National Park Service
- (7) Military Order of the Loyal Legion
- (8) Additional floral tributes (approximately 25)

g. The Master of Ceremonies will announce the representative placing the president's wreath. The honor cordon will then come to "ATTENTION". As the president's representative enters the honor cordon the honor cordon will "PRESENT ARMS". The president's representative will proceed directly to a position in front of the Lincoln statue and halt. The wreath bearer will approach from the left, and will stop in front of the president's representative. The president's representative touches the wreath and moves

forward, with hands on the wreath as the wreath bearer backs toward the statue, and places the wreath at a location indicated by the wreath bearer. The president's representative will then proceed to a position on the right (west) side of the Lincoln statue and await the arrival of the other dignitaries. The wreath bearer will move to a position on the left side of the memorial.

h. Each succeeding dignitary will follow the sequence as described above. The honor cordon will remain at present arms until each dignitary has proceeded through the honor cordon and placed a wreath as described above. The honor cordon will "ORDER ARMS" when the last dignitary has placed a wreath.

i. When the seventh official wreath (Military Order of the Loyal Legion) has been placed the honor cordon and color guard will "ORDER ARMS" and come to "CEREMONIAL AT EASE" the patriotic wreaths will then be presented. When the last patriotic wreath has been placed the honor cordon and color guard will come to "ATTENTION" and "PRESENT ARMS" the drummer will sound four muffled ruffles and the bugler will play TAPS on the first note of the drum beat all will render the appropriate salute. At the conclusion of TAPS salutes will be terminated and the honor cordon and colors guard will "ORDER ARMS" and "PARADE REST" the Gettysburg address will be given, followed by closing remarks and retirement of the colors, concluding the ceremony.

## Section IV

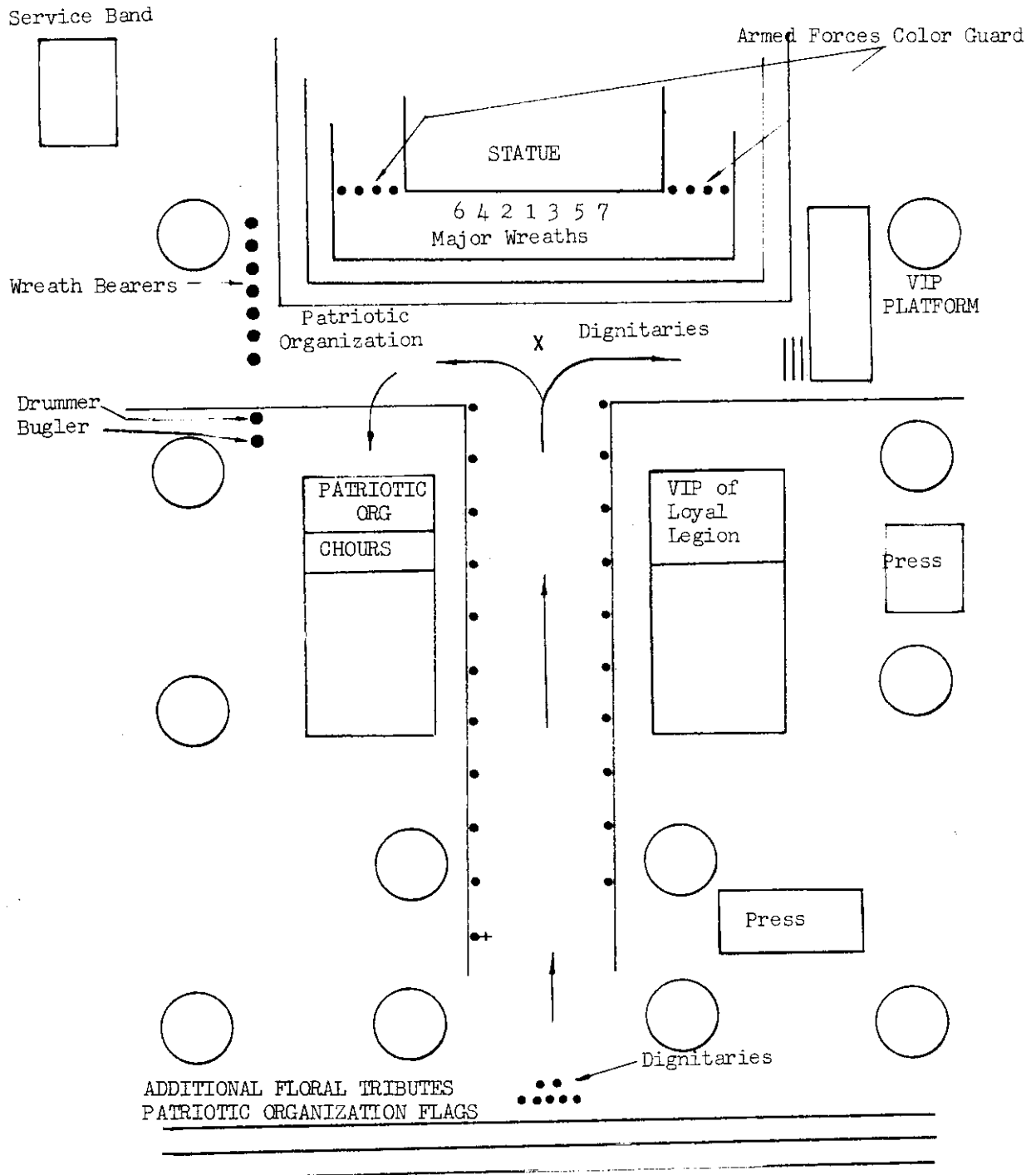
9-6

**CHAPTER 9**

**SECTION V**

**DIAGRAMS**

DIAGRAM  
LINCOLN MEMORIAL INTERIOR



Patriotic wreaths placed on  
the same level as the 7 major  
wreaths lying down

## CHAPTER 10

### ARMED FORCES FULL HONOR WREATH CEREMONY

#### GEORGE WASHINGTON

#### MT. VERNON VA

##### Section I. GENERAL

10-1. **AUTHORITY.** This ceremony will be conducted annually on the 3d Monday in February as directed by the White House, commemorating the anniversary of the birth of President George Washington.

10-2. **COORDINATION.** Upon request from the White House for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with Mount Vernon to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

10-3. **HOST.** The Resident Director of Mt. Vernon or his representative will be the host. The Commanding General, Military District of Washington, is the president's representative. A general officer designated by the Chief of Staff of the Army will serve as the president's representative when the Commanding General, MDW is not available.

##### 10-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Plan and Direct the ceremony.
  - (2) Supervise the execution.
  - (3) Coordinate details with host agency, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
  - (4) Brief the host and the dignitary or their representatives on the ceremony.
  - (5) Request photographic coverage of the ceremony for historical records.
  - (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

b. Public Affairs Officer MDW, will-

- (1) Assit the Mount Vernon staff in coordinating news media coverage, as neccessary.
- (2) Limit access to reserved press areas to authorized media representatives.
- (3) Maintain liaison with DOD and host agency press officers.
- (4) Coordinate armed forces photography. Offical Army photographers will receive instructions from MDW Ceremonies and Special Events.

c. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events. An additional ambulance with a doctor will be present at ceremonies conducted for Chiefs of State and heads of government.

d. Commanding Officer, 3d US Infantry (The Old Guard), will-

- (1) Mark troop positions for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.
- (2) Provide ceremonial and supporting troops as indicated herein.

e. Commanding Officer, The United States Army Band (Pershing's Own), will provide musical support.

f. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

g. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

h. Commander, 1100th Air Base Group, United States Air Force, will provide ceremonial troops as indicated herein.

i. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

j. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

10-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

10-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after troop reporting time. The following personnel will attend.

- a. Commander of Troops (Cordon Commander).
- b. Liaison Officer 3d US Infantry.
- c. Color Sergeant, 3d US Infantry.



- d. Bugler.
- e. Drummer.
- f. Wreath Bearer.
- g. Senior Medic.

10-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

### 10-8. CEREMONIAL ELEMENTS.

a. Band: The United States Army Band (Pershing's Own) provide one (1) Bugler and one (1) Drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

- (1) Commander of Troops (Cordon Commander) one (1) Officer.
- (2) Honor Cordon: Four (4) enlisted.
- (3) Armed Forces Color Guard: Two (2) enlisted with the US and Army flag and one (1) color guard with a weapon.
- (4) Wreath bearer: One (1) noncommissioned officer.

c. United States Marine Corps (Commanding Officer Marine Barracks):

- (1) Honor Cordon: Four (4) enlisted.
- (2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps Flag and one (1) color guard with a weapon.

d. United States Navy (Commandant, Naval District of Washington):

- (1) Honor Cordon: Four (4) enlisted.
- (2) Armed Forces Color Guard: One (1) enlisted with the US Navy flag.

e. United States Air Force (Commander, 1100th Air Base Group):

- (1) Honor Cordon: Four (4) enlisted.
- (2) Armed Forces Color Guard: One (1) enlisted with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

10-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. Liaison Officer.

b. Umbrella bearers as required.

c. Marking Detail: Personnel to mark the ceremony site.

### **Section III. SEQUENCE OF EVENTS**

10-10. **SEQUENCE OF EVENTS.**

a. The CG, MDW, or a representative, will arrive approximately ten (10) minutes prior to the scheduled ceremony time. The CG, MDW, will be met by the host (Resident Director of Mount Vernon or a representative) and the MDW Ceremonies Officer at the Dismount Point, where the MDW Ceremonies Officer will conduct a short briefing.

b. Following the briefing the CG, MDW, and the host will move from the dismount point to a position in front of the Tomb, with the CG, MDW, to the right of the host.

c. When the Official Party is in position, the wreath bearer will approach from the right and stop in front of the CG, MDW. When the CG, MDW, touches the wreath, the honor cordon and colors will "PRESENT ARMS". The CG, MDW, moves forward, with hands on the wreath as the wreath bearer backs toward the Tomb, and places the wreath at the location indicated by the wreath bearer. The CG, MDW, then returns to the position beside the host, facing the Tomb. When the CG, MDW is in position the drummer will sound four muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the CG, MDW, and host will render the appropriate salute. At the conclusion of TAPS, the CG, MDW and host will terminate their salute and the honor cordon and colors will "ORDER ARMS", the host will then escort the CG, MDW, back to the dismount point concluding the ceremony.

d. Troops will dismissed.

## Section IV

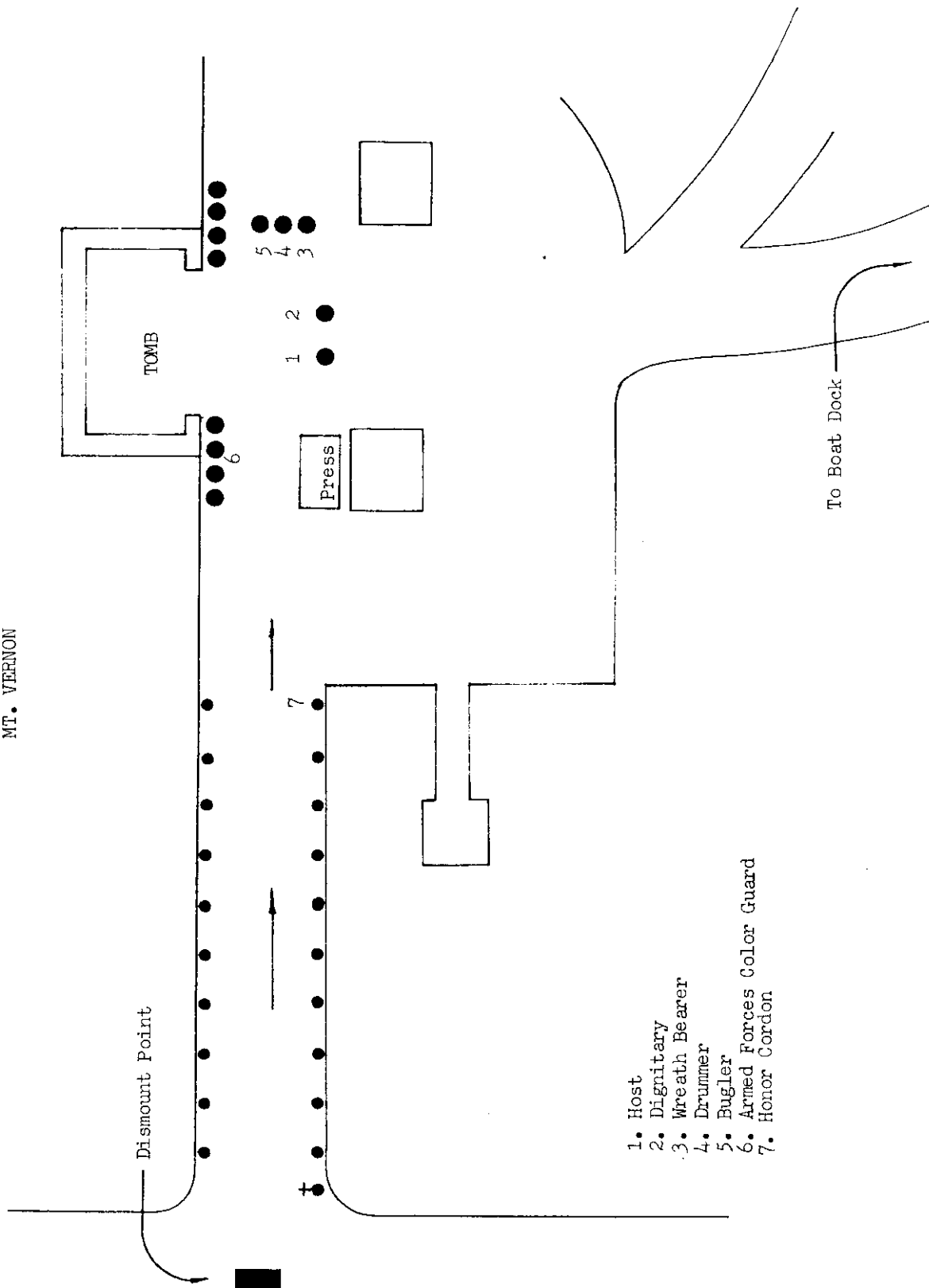
10-5

**CHAPTER 10**

**SECTION V**

**DIAGRAMS**

DIAGRAM  
GEORGE WASHINGTON TOMB  
MT. VERNON



## CHAPTER 11

### WREATH CEREMONY

#### GEORGE WASHINGTON MONUMENT

##### Section I. GENERAL

11-1 **AUTHORITY.** The ceremony will be conducted annually on the 3d Monday in February as directed by the Department of Defense, commemorating the anniversary of the birth of President George Washington. The ceremony is held in conjunction with the National Park Service.

11-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with the host agency to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

11-3. **HOST.** The host organization is the Washington National Monument Society.

##### 11-4. **RESPONSIBILITIES.**

a. Director, Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with host agency, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
- (4) Brief the host and the dignitary, or their representatives, on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony. They will arrange for the wreath to be delivered an hour before the ceremony.

b. Public Affairs Officer, MDW, will-

- (1) Assist the National Park Service in coordinating news media coverage, as necessary.
- (2) Limit access to reserved press areas to authorized media representatives.
- (3) Maintain liaison with DOD and host agency press officers.

(4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

c. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

d. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Mark troop position for the ceremony and provide a liaison officer.

(2) Provide ceremonial and supporting troops as indicated herein.

e. Commanding Officer, The United States Army Band (Pershing's Own), will provide musical support.

f. Commander, USA Audio Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

11-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

11-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after the troop reporting time. The following personnel will attend:

a. Liaison Officer 3d US Infantry

b. Wreath bearer.

c. Bugler.

d. Senior Medic.

11-7. **REHEARSAL.** A rehearsal will be conducted prior to the ceremony as required.

## **Section II. TROOP LIST**

11-8. **CEREMONIAL ELEMENTS.**

a. Band: The United States Army Band (Pershing's Own) provide one (1) bugler.

b. 3d US Infantry (The Old Guard) provide one (1) enlisted wreath bearer.

11-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. Liaison Officer, 3d US Infantry.

b. Umbrella bearers as required.

c. Provide: two (2) chrome stanchions and nine (9) flag staffs w/one (1) US flag.

### **Section III. SEQUENCE OF EVENTS**

#### **11-10. SEQUENCE OF EVENTS.**

a. Members of the Washington National Monument Society and participants will assemble in the waiting area ten (10) minutes prior to the scheduled ceremony time. They will be met by the MDW Ceremonies officer who will conduct a short briefing. After the briefing, all concerned will return to their designated positions.

b. The Regional Director will make welcoming remarks, followed by remarks from the guest speaker.

c. The Master of Ceremonies will announce the placing of the wreaths. The wreaths will be placed in the following order.

- (1) Washington National Monument Society.
- (2) National Park Service.

d. When the dignitary is in position, the wreath bearer will stop in front of the dignitary. When the dignitary touches the wreath the dignitary will move forward as the wreath bearer backs toward the monument, and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the seating area and remains standing. When the last wreath has been placed, the bugler will play TAPS, on the first note of TAPS all will render the appropriate salute. At the conclusion of TAPS, salutes will be terminated and the Master of Ceremonies will conclude the ceremony.



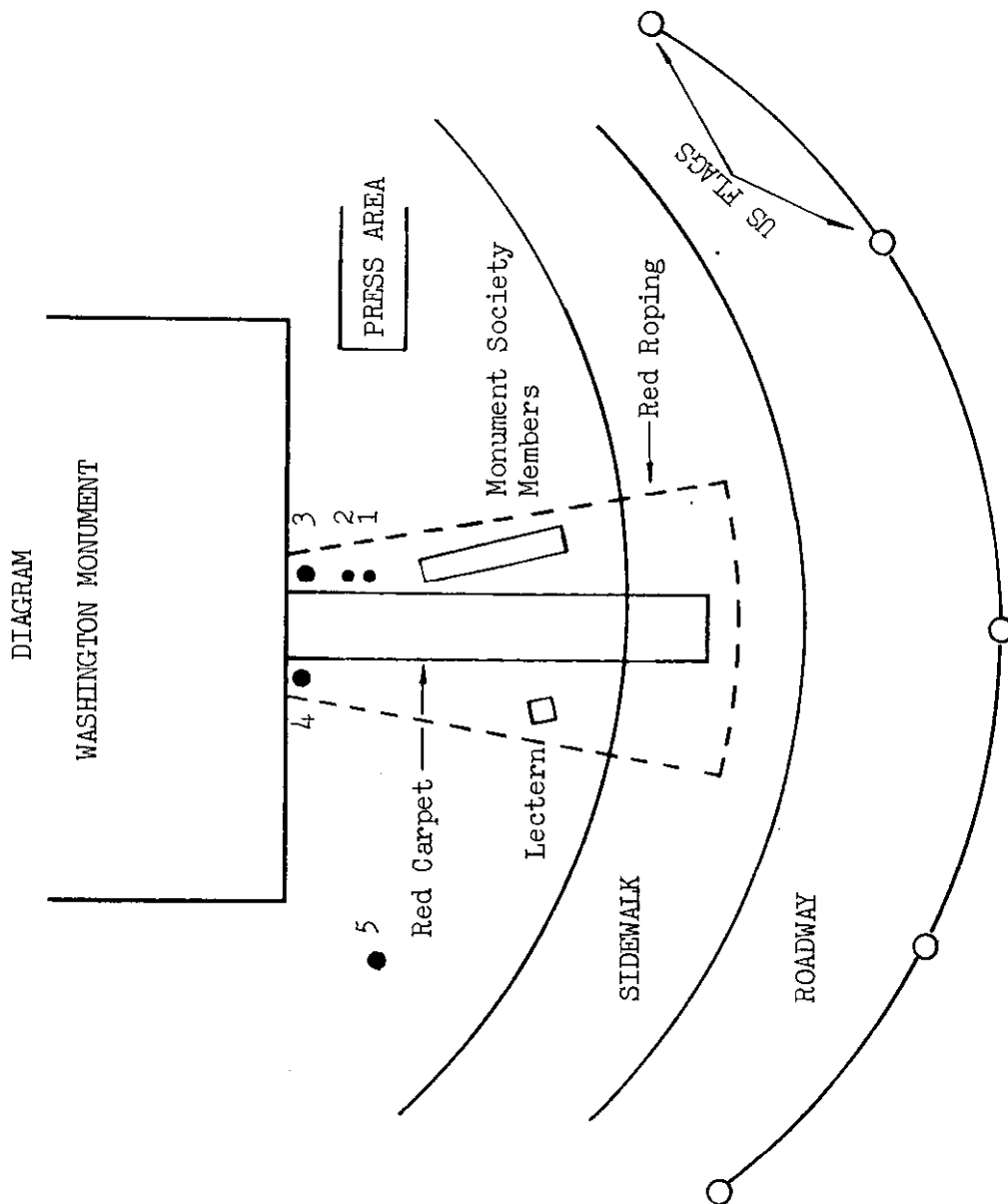
#### Section IV

11-4

**CHAPTER II**

**SECTION V**

**DIAGRAMS**



1. National Park Service Wreath
2. Washington National Monument Society Wreath
3. Department Of The Interior Flag
4. U.S. Flag
5. Bugler

## CHAPTER 12

### ARMED FORCES FULL HONOR WREATH CEREMONY

#### JEFFERSON MEMORIAL

##### Section I. GENERAL

12-1. **AUTHORITY.** This ceremony will be conducted annually on 13 April, as directed by the White House commemorating the anniversary of the birth of President Thomas Jefferson. The ceremony is held in conjunction with the National Park Service.

12-2. **COORDINATION.** Upon request from the White House for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with the host agency to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

12-3. **HOST.** The Commanding General, MDW, will be the host unless designated to be the presidential representative. A general officer designated by the Chief of Staff of the Army will serve as host or Presidential Representative when the Commanding General, MDW, is not available.

##### 12-4. **RESPONSIBILITIES.**

###### a. Director, Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with the White House, Department of Defense, Department of the Army, elements of this command, Sons of the American Revolution and other agencies as required.
- (4) Brief the host and the dignitary, or their representatives, on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

###### b. Public Affairs Officer, MDW, will-

- (1) Assist the National Park Service in coordinating news media coverage, as necessary.

(2) Limit access to reserved press areas to authorized media representatives.

(3) Maintain liaison with DOD and host agency press officers.

(4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

c. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

d. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Mark troop positions for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.

(2) Provide ceremonial and supporting troops as indicated herein.

e. Selected Service Band will provide musical support.

f. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

g. Commandant, Naval District Washington, will provide ceremonial troops as indicated herein.

h. Commander, 1100th Air Base Group, United States Air Force, will provide ceremonial troops as indicated herein.

i. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

j. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

12-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

12-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer (10) minutes after the troop reporting time. The following personnel will attend:

a. Commander of Troops (Cordon Commander)

b. Liaison Officer 3d US Infantry.

c. Color Sergeant, 3d US Infantry

d. Service Band Representative

e. Wreath Bearers

f. Drummer

g. Bugler

h. Senior Medic

12-7. **REHEARSAL.** A rehearsal will be conducted by the, MDW, Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

### 12-8. CEREMONIAL ELEMENTS.

a. Band: Selected service band will provide separate bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)).

(1) Commander of Troops (Cordon Commander) one (1) Officer.

(2) Honor Cordon: Four (4) enlisted.

(3) Armed Forces Color Guard: Two (2) enlisted with the US and the Army flag and one (1) color guard with a weapon.

(4) Wreath bearers (as required).

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps flag and one (1) color guard with a weapon.

d. United States Navy (Commandant, Naval District of Washington):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Navy flag.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

12-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)).

- a. Liaison Officer.
- b. Umbrella bearers as required.
- c. Wheelchair bearers as required.
- d. Marking Detail: Personnel to mark the ceremony site.

### **Section III. SEQUENCE OF EVENTS**

#### **12-10. SEQUENCE OF EVENTS.**

a. A pre concert will be conducted by the selected service band fifteen (15) minutes prior to the ceremony.

b. The dignitaries will arrive approximately ten (10) minutes prior to the scheduled ceremony time. They will be met by the MDW Ceremonies Officer who will conduct a short briefing. Following the briefing the MDW Ceremonies Officer will organize the official party in the proper order and escort them to the ready area.

c. The Master of Ceremonies for Sons of The American Revolution will make opening remarks.

d. At the conclusion of the opening remarks the honor cordon will move into position. The honor cordon commander will advance the colors. The Armed Forces Color Guard will appear from inside the Jefferson Memorial and halt at the top of the steps. The honor cordon will "PRESENT ARMS" and the selected service band will play the National Anthem of the United States, on the first note of the music all will render the appropriate salute. Upon conclusion of the National Anthem salutes will be terminated and the honor cordon will "ORDER ARMS" and the honor cordon commander will "POST THE COLORS" to their position by the statue of Jefferson for the wreath ceremony. The honor cordon will then come to "PARADE REST".

e. Invocation by the chaplain.

f. Musical selection by the selected service band.

g. After the musical selection, the Master of Ceremonies will announce the representative placing the president's wreath. The honor cordon will then come to "ATTENTION". As the president's representative enters the honor cordon they will "PRESENT ARMS". The representative will proceed directly to a position in front of the Jefferson statue and halt. The wreath bearer will move forward and stop in front of the dignitary. When the president's representative touches the wreath, he will move forward with hands on the wreath as the wreath bearer backs toward the memorial and places the wreath at the location indicated by the wreath bearer. The presidential representative will then proceed to a position on the right (or West) side of the Jefferson statue to await the arrival of the other dignitaries. The wreath bearer will move to a position on the left (or East) side of the memorial.

h. As the president's representative enters the rotunda of the Jefferson Memorial, the next dignitary will begin to move toward the honor cordon. The honor cordon will remain at "PRESENT ARMS" until each dignitary has proceeded through the cordon and placed a wreath as described above. The honor cordon will "ORDER ARMS" when the last dignitary has reached the top step leading into the memorial.

i. Each succeeding dignitary will begin to ascend the Jefferson Memorial steps as the preceding dignitary enters the rotunda of the Jefferson Memorial. Each dignitary will follow the same sequence as prescribed for the president's representative.

j. The wreaths will be announced in the following order:

- (1) Presidential
- (2) Department of the Interior
- (3) State of Virginia
- (4) District of Columbia
- (5) National Park Service
- (6) Sons of the American Revolution
- (7) Additional floral tributes (Approximately 25)

k. When the sixth official wreath (Sons of the American Revolution) has been placed, the honor cordon and Armed Forces Color Guard will "ORDER ARMS" and come to "CEREMONIAL AT EASE". The presentation of patriotic wreaths will take place at this time. When the last wreath has been placed, the honor cordon and Armed Forces Color Guard will come to "ATTENTION" and "PRESENT ARMS", the drummer will sound four muffled ruffles and the bugler will play TAPS on the first note of the drum beat all will render the appropriate salute. At the conclusion of TAPS salutes will be terminated and the dignitaries will move to their designated seating area. The honor cordon will "ORDER ARMS" and dismiss quietly.

l. Remarks.

m. Musical selection.

n. Benediction.

o. Upon conclusion of the benediction, the colors will be retired. At this time, the Armed Forces Color Guard will move forward, proceed out to the front of the memorial, and descend the steps. When the last color guard clears the steps to the Jefferson Memorial the ceremony will be concluded.

p. For inclement weather the sequence of events will remain the same; however, seating area, press, and band locations etc. will change. See inclement weather diagram.



#### Section IV

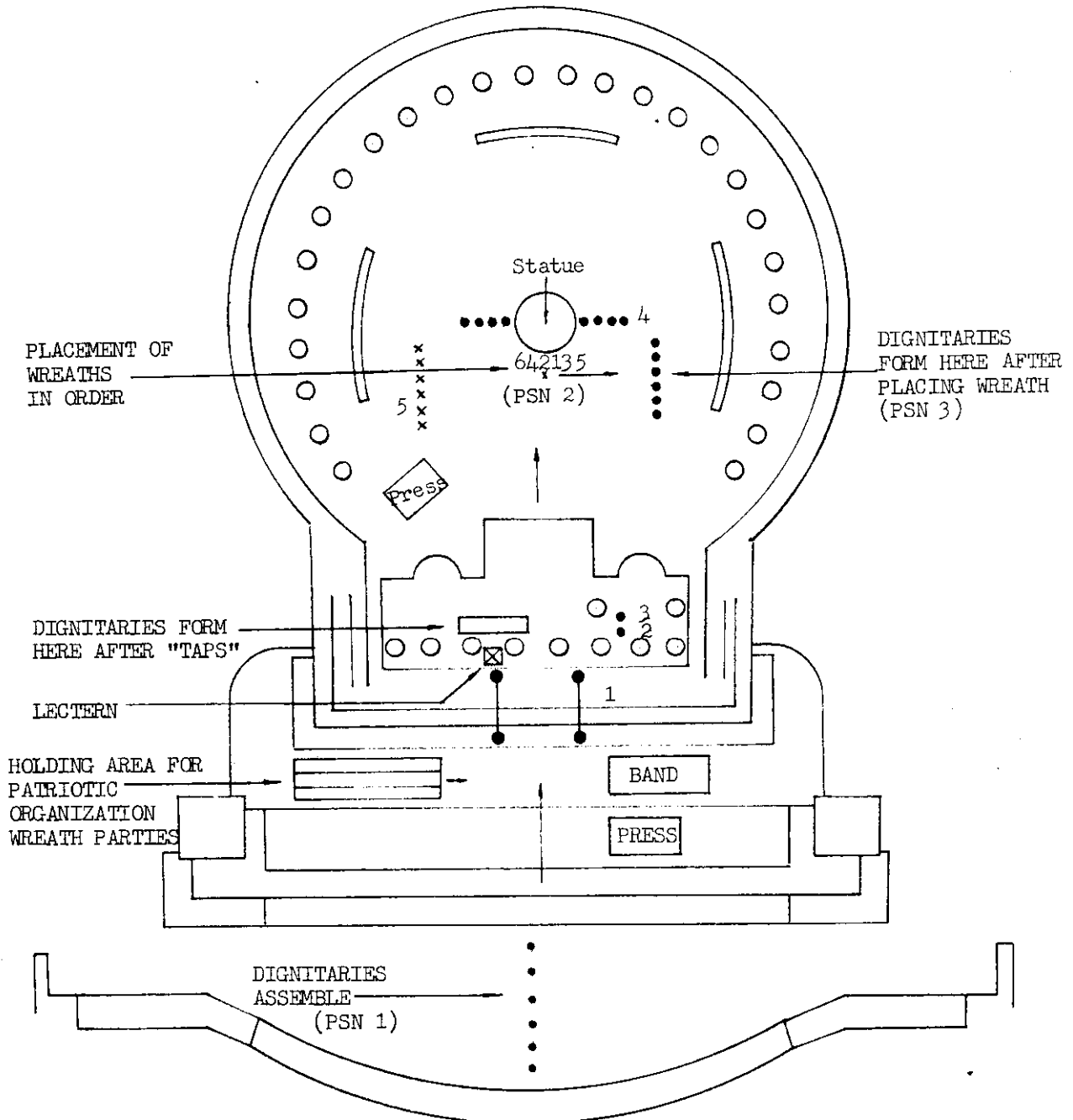
12-6

**CHAPTER 12**

**SECTION V**

**DIAGRAMS**

DIAGRAM  
JEFFERSON MEMORIAL



1. HONOR CORDON
2. BUGLER
3. DRUMMER
4. ARMED FORCES COLOR GUARD
5. WREATH BEARERS

Diagram illustrating the layout of the Lincoln Memorial interior, showing the arrangement of seating areas, the statue, and the positions of dignitaries and the general public.

Key areas and positions labeled:

- PATRIOTIC ORGANIZATION SEATING AREA
- DIGNITARIES MOVE TO CHAIRS (PSN 3) AFTER PLACING WREATH
- LECTERN
- DIGNITARIES FORM HERE FOR PLACING WREATH
- Statue
- Band
- PSN 1
- PSN 2
- PSN 3
- 1
- 2
- 3
- 4
- 5
- 6
- PRESS
- GENERAL PUBLIC
- HOLDING AREA FOR PATRIOTIC ORGANIZATION WREATH BEARERS

- 12-8

## CHAPTER 13

### ARMED FORCES FULL HONOR WREATH CEREMONY

#### JOHN F. KENNEDY GRAVESITE

##### Section I. GENERAL

#### 13-1. AUTHORITY.

a. This ceremony will be conducted for a chief of state, head of government, or a member of the reigning royal family of a foreign country when directed by Department of Defense.

b. This ceremony is also conducted annually on 29 May commemorating the anniversary of the birth of President John F. Kennedy.

13-2. **COORDINATION.** Upon request from the Department of Defense for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with the host agency to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

13-3. **HOST.** The Commanding General, Military District of Washington, or the presidential representative will be the host. A general officer designated by the Chief of Staff of the Army will serve as host or presidential representative when the CG, MDW, is not available. When the CG, MDW, is the presidential representative, the Superintendent, Arlington National Cemetery, or the Deputy Superintendent will serve as host.

#### 13-4. RESPONSIBILITIES.

a. Director, Ceremonies and Special Events, MDW will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with the White House, State Department, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
- (4) Brief the host and the dignitary, or their representatives, on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

b. Superintendent, Arlington National Cemetery, will-

(1) Provide electrical power to support the news media when requested by the Public Affairs Officer, MDW.

(2) Provide a sound system for announcement of the ceremony.

c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

(1) Coordinate security requirements with appropriate agencies.

(2) Provide military security personnel as necessary.

d. Public Affairs Officer, MDW, will-

(1) Coordinate all news media coverage of the ceremony.

(2) Limit access to reserved press areas to authorized media representatives.

(3) Maintain liaison with DOD and other press officers.

(4) Coordinate armed forces photography. Official Army photographers will receive their instructions from MDW Ceremonies and Special Events.

e. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events personnel.

f. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Conduct traffic control and parking within Arlington National Cemetery.

(2) Mark troop positions, for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.

(3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band (Pershing's Own), will provide musical support.

h. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

i. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

j. Commander, 1100th Air Base Group, United States Air Force, will provide ceremonial troops as indicated herein.

k. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

l. Commander, USA Audio Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

13-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

13-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer (10) minutes after troop reporting time. The following personnel will attend:

- a. Commander of Troops (Cordon Commander).
- b. Liaison Officer 3d US Infantry.
- c. Bugler.
- d. Drummer.
- e. Color Sergeant, 3d US Infantry.
- f. Senior Medic.
- \* g. Communications 3d US Infantry Salute Battery.
- h. Announcer.

13-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

13-8. **CEREMONIAL ELEMENTS.**

a. Band: The United States Army Band (Pershing's Own) will provide one (1) bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

- (1) (Cordon Commander) One (1) company grade officer.
- (2) Honor Cordon Four (4) enlisted.
- (3) Armed Forces Color Guard: Two (2) enlisted with the US Flag and the US Army flag and one (1) color guard with a weapon.
- (4) Wreath bearer: one (1) noncommissioned officer.

\* (5) Salute Battery: a salute battery of four (4) guns in the event the President of the United States attends the ceremony.

c. United States Marine Corps (Commanding Officer, Marine Barracks):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps flag and one (1) color guard with a weapon.

d. United States Navy (Commandant, Naval District of Washington):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Navy flag.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

13-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. Liaison Officer.

\* b. Escort officer in the event the President of the United States attends.

c. Door openers: two (2) enlisted personnel to open doors.

d. Umbrella bearers as required.

e. Wheelchair bearers as required.

f. Crowd control: One (1) NCOIC and four (4) enlisted minimum.

g. Route restraining: One (1) NCOIC and three (3) enlisted minimum.

h. Parking guides as required.

i. Traffic guides as required.

j. Marking detail: personnel to mark the ceremony site.

k. Announcer.

\*Required when the ceremony is conducted for a chief of state, head of government, or a member of a reigning royal family.



### Section III. SEQUENCE OF EVENTS

#### 13-10. SEQUENCE OF EVENTS.

a. The host will arrive approximately ten (10) minutes prior to the scheduled ceremony time and will await the arrival of the dignitary at the dismount point.

\* b. The dignitary and the official party will arrive at Memorial Gate. They will be met by the escort officer who will escort the motorcade to the dismount point at the Kennedy gravesite.

c. The host will meet the dignitary and MDW Ceremonies Officer will brief the ceremony and organize the official party accompanying the dignitary.

d. The host will escort the dignitary up the approach to the grave terrace with the remainder of the official party following.

e. The host will escort the dignitary up the steps of the Kennedy grave terrace and halt on the grave terrace facing the grave marker. The official party will stop at the bottom of the steps and observe the wreath ceremony.

f. When the host, dignitary and official party are in position, the wreath bearer stops in front of the dignitary.

g. When the dignitary touches the wreath, the honor cordon will "PRESENT ARMS". The dignitary moves forward with hands on the wreath as the wreath bearer backs toward the gravesite and places the wreath at the location designated by the wreath bearer. The dignitary then returns to the position beside the host facing the gravesite. The drummer will sound four (4) muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the host and dignitary will render the appropriate salute. At the conclusion of TAPS, the dignitary and host will terminate their salute and the honor cordon will to "ORDER ARMS".

h. The host will escort the dignitary down the grave terrace steps. If time allows, the dignitary may wish to view the inscriptions on the overlook platform at this time. The dignitary and the official party will then be escorted back down the walkway to the motorcade.

i. The host will depart after the dignitary has departed.

j. The troops will be dismissed.

CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY  
JFK GRAVESITE

## Section IV

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**CHAPTER 13**

**SECTION V**

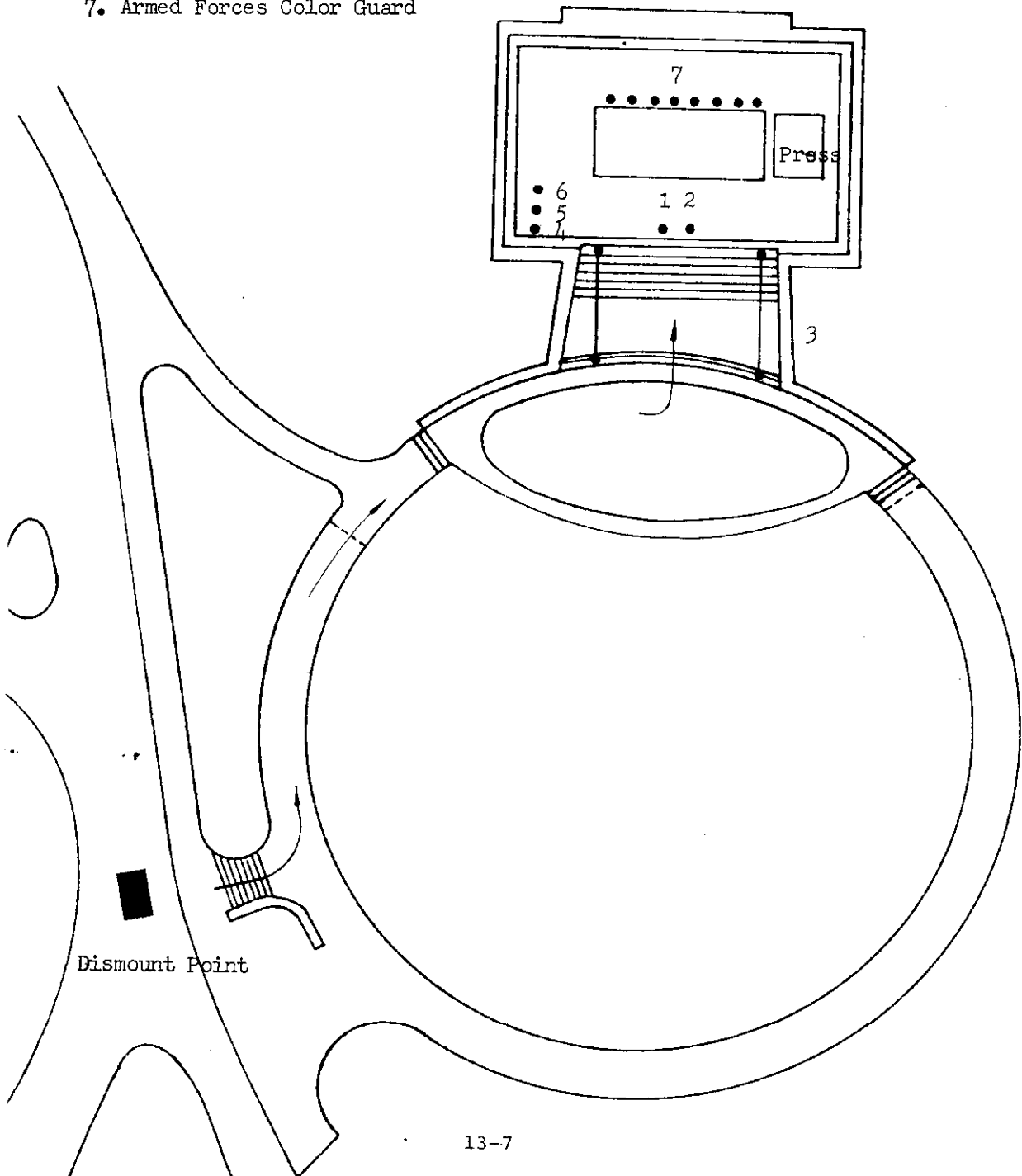
**DIAGRAMS**

ARMED FORCES FULL HONOR WREATH CEREMONY

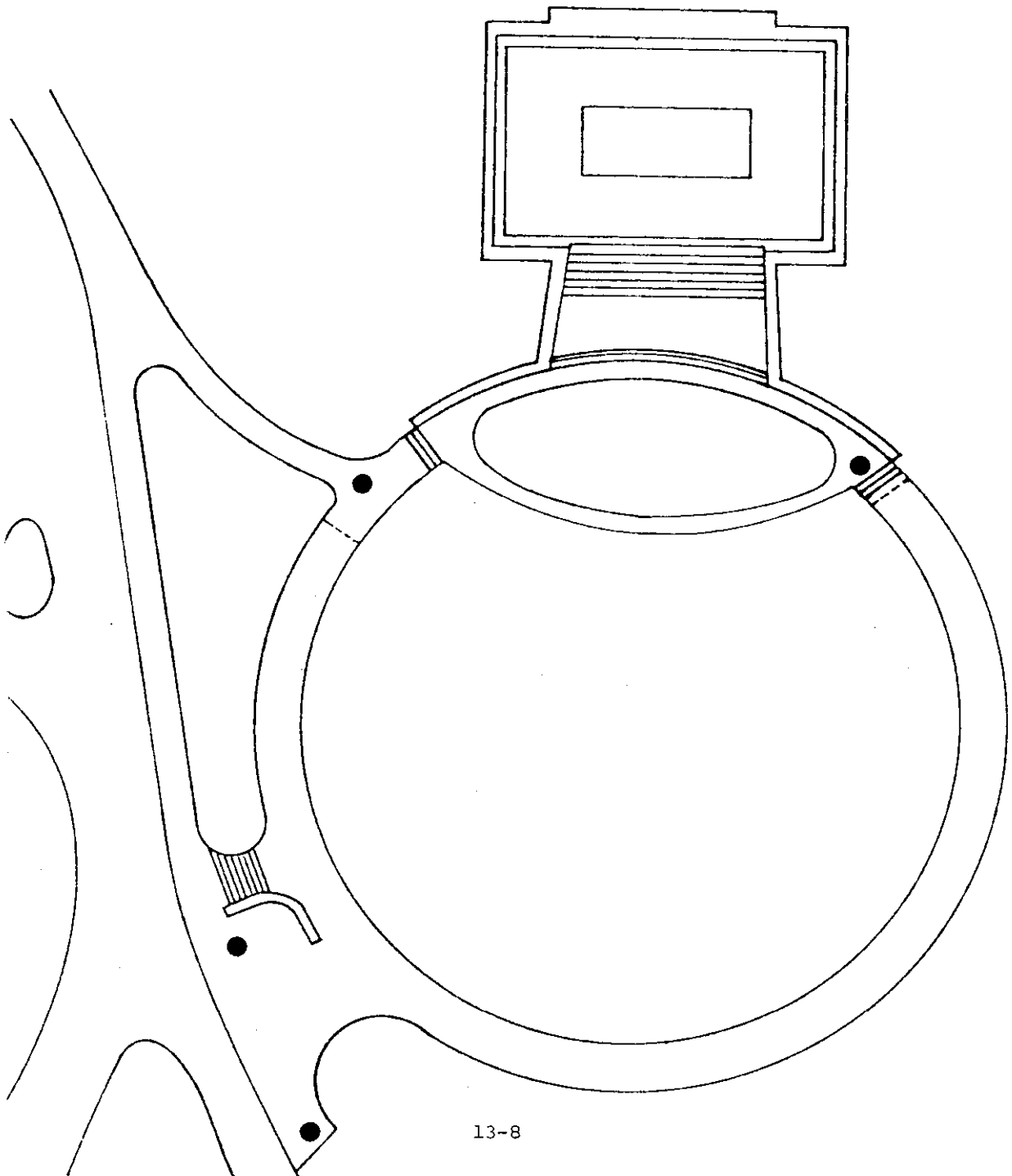
JFK GRAVESITE

TROOP FORMATION

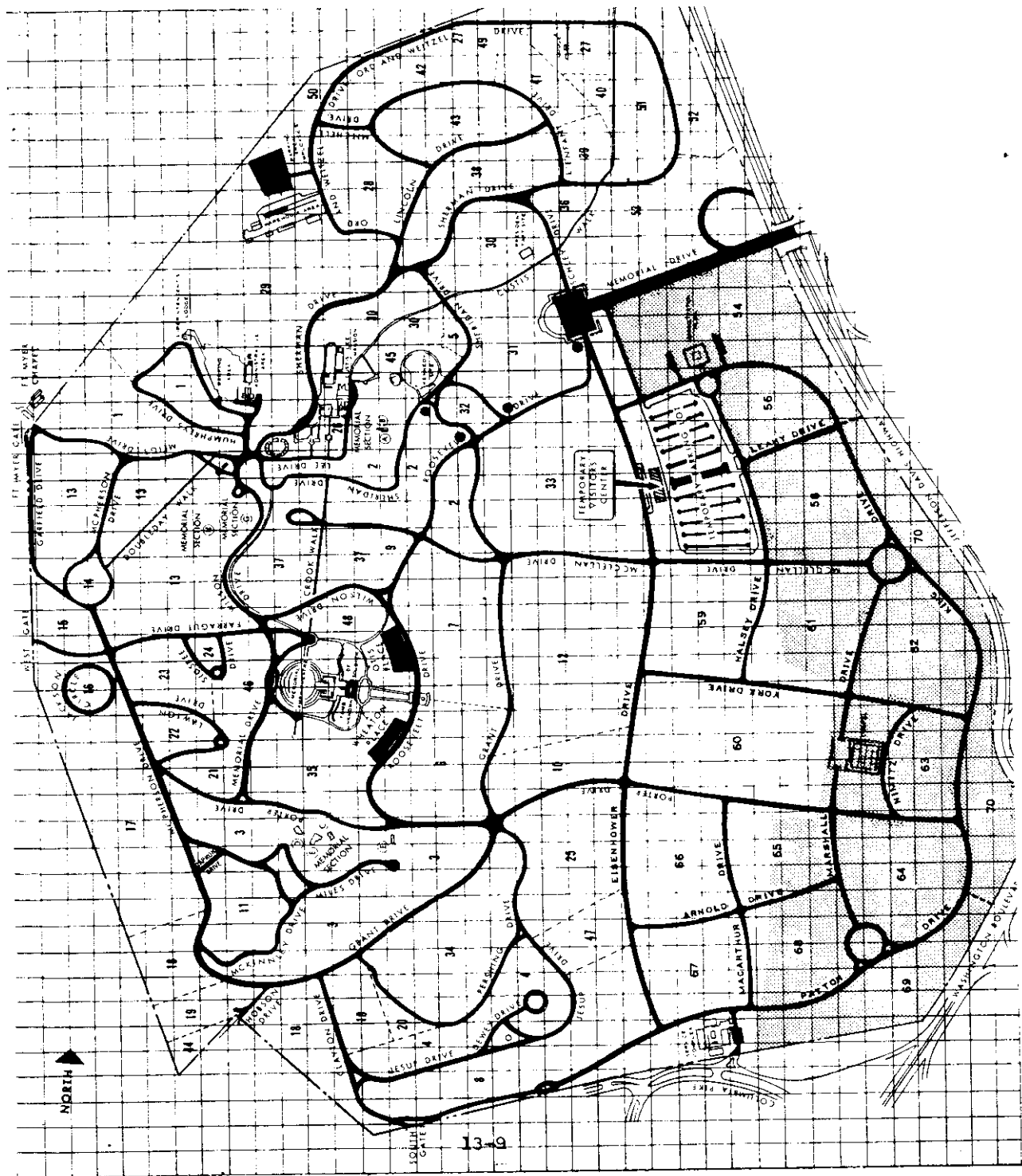
1. Host
2. Dignitary
3. Honor Cordon
4. Drummer
5. Bugler
6. Wreath Bearer
7. Armed Forces Color Guard



ARMED FORCES FULL HONOR WREATH CEREMONY  
JFK GRAVESITE  
CROWD CONTROL



# ARMED FORCES FULL HONOR WREATH CEREMONY - JFK ROUTE RESTRAINING



## CHAPTER 14

### ARMY HONOR WREATH CEREMONY - JFK GRAVESITE

#### SECTION I. GENERAL

14-1. **AUTHORITY.** This ceremony will be directed by the Department of Defense for foreign dignitaries of cabinet or congressional rank when accompanied by their ambassador.

14-2. **COORDINATION.** Upon receipt of a request for this ceremony, the Director, Ceremonies and Special Events, MDW, will first coordinate with the foreign liaison officer, DA, and the appropriate desk officer, Department of State. When both state Department and DA foreign liaison indicate no objection to the ceremony, the following will be coordinated with those agencies concerned, to include the appropriate embassy.

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

14-3. **HOST.** The host will be a field grade officer designated by CG, MDW.

#### 14-4. **RESPONSIBILITIES.**

a. Director, Ceremonies and Special Events, MDW, will-

- (1) Inform CG MDW of Ceremony.
- (2) Plan and Direct the ceremony.
- (3) Supervise the execution.
- (4) Coordinate details with the host agency, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
- (5) Request photographic coverage of the ceremony for historical records.

b. Superintendent, Arlington National Cemetery, will-

(1) Provide electrical power to support the news media when requested by the public Affairs Officer, MDW.

(2) Provide a sound system for announcement of the ceremony.

c. Deputy Chief of Staff for Operations, Plans, and Security, MDW, will-

(1) Coordinate security requirements with appropriate agencies.

- (2) Provide military security personnel as necessary.
  - d. Public Affairs Officer, MDW, will-
    - (1) Coordinate all news media coverage of the ceremony.
    - (2) Coordinate all armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.
  - e. Staff Medical Advisor, MDW, will provide one (1) mobile aid station, (ambulance) with medical personnel stationed in a location designated by Ceremonies and Special Events.
  - f. Commanding Officer, 3d US Infantry (The Old Guard), will-
    - (1) Conduct traffic control and parking within Arlington National Cemetery.
    - (2) Provide troops as indicated herein.
  - g. Commanding Officer, United States Army Band (Pershing's Own), will provide musical support requirements.
  - h. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.
- 14-5. **REPORTING TIME.** Thirty (30) minutes prior to the ceremony time.
- 14-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after troop reporting time. The following personnel will attend:
- a. Liaison Officer, 3d US Infantry.
  - b. Bugler.
  - c. Wreath Bearer.
  - d. Announcer.
  - e. Seniora Medic
- 14-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

- 14-8. **CEREMONIAL ELEMENTS.**
- a. The United States Army Band (Pershing's Own): Bugler one (1) enlisted.
  - b. United States Army, (3d US Infantry (The Old Guard)): Wreath bearer one (1) enlisted.



14-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

- a. Liaison officer
- b. Umbrella bearers as required.
- c. Wheelchair bearers as required.
- d. Crowd Control: One (1) NCOIC and four (4) enlisted.
- e. Traffic Guides as required.
- f. Parking Guides as required.

**Section III. SEQUENCE OF EVENTS**

14-10. **SEQUENCE OF EVENTS.**

a. The host will arrive approximately ten (10) minutes prior to the scheduled ceremony time and will await the arrival of the dignitary at the dismount point.

b. The dignitary and the official party will arrive at Memorial Gate. They will be met by an escort provided by Arlington National Cemetery who will escort the motorcade to the dimount point at the Kennedy gravesite.

c. The host will meet the dignitary and the MDW, Ceremonies Officer, who will brief

d. The host will escort the dignitary up the steps of the Kennedy grave terrace and halt on the grave terrace facing the grave marker. The official party will stop at the bottom of the steps and observe the ceremony.

e. When the host, dignitary and official party are in position the wreath bearer stops in front of the dignitary. The dignitary then touches the wreath, and moves forward as the wreath bearer backs toward the grave and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to the position beside the host, facing the grave, and the bugler plays TAPS. On the first note of TAPS the host and dignitary render the appropriate salute. At the conclusion of TAPS the dignitary and host will terminated their salute and the host escorts the dignitary back down the walkway to the dismount point where the dignitary and the official party will depart.

f. The host will depart after the dignitary has departed.

g. The troops will be dismissed.

ARMY HONOR WREATH CEREMONY - JFK GRAVESITE

## Section IV

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**CHAPTER 14**

**SECTION V**

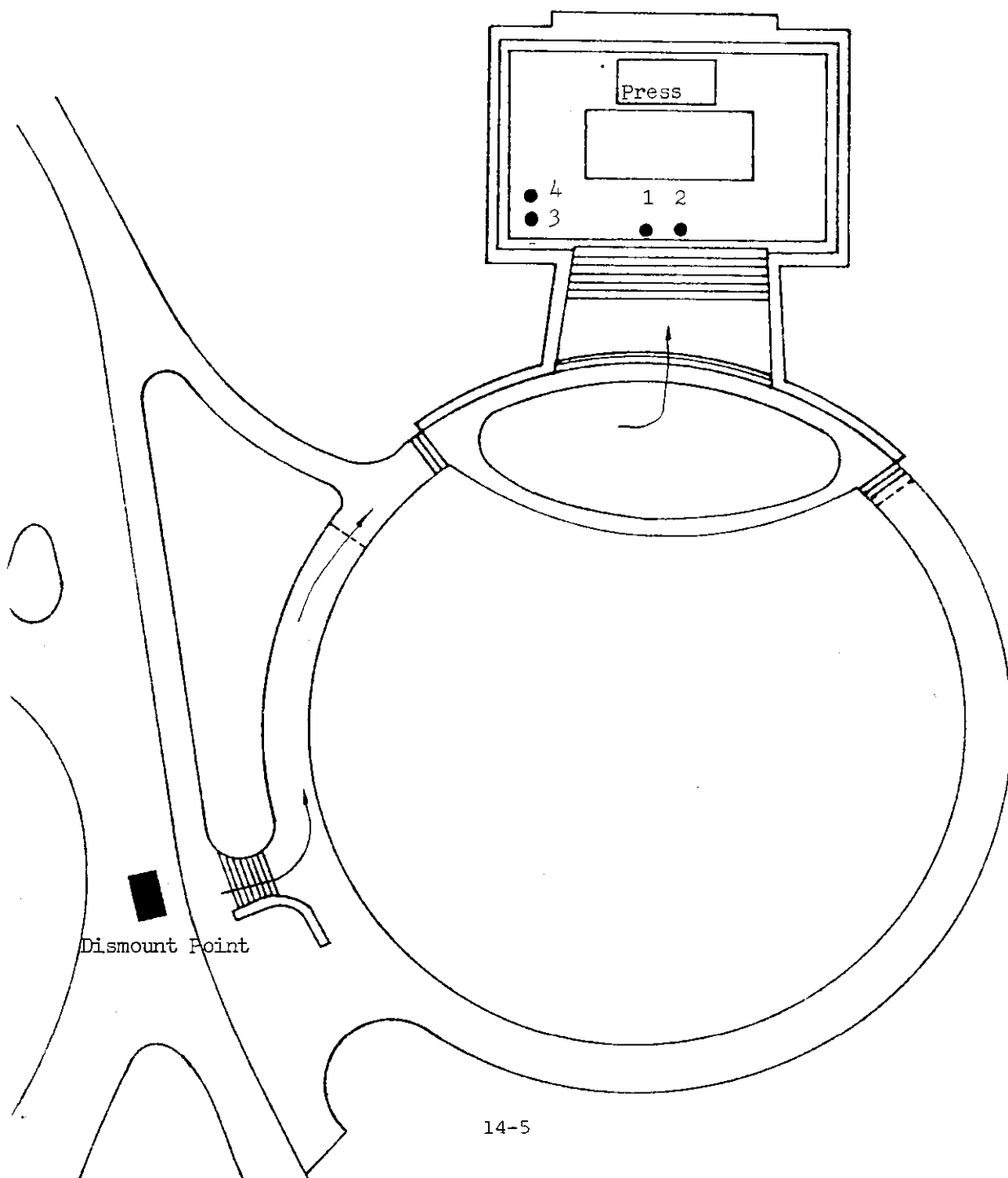
**DIAGRAMS**

ARMY HONOR WREATH CEREMONY

JFK GRAVESITE

TROOP FORMATION

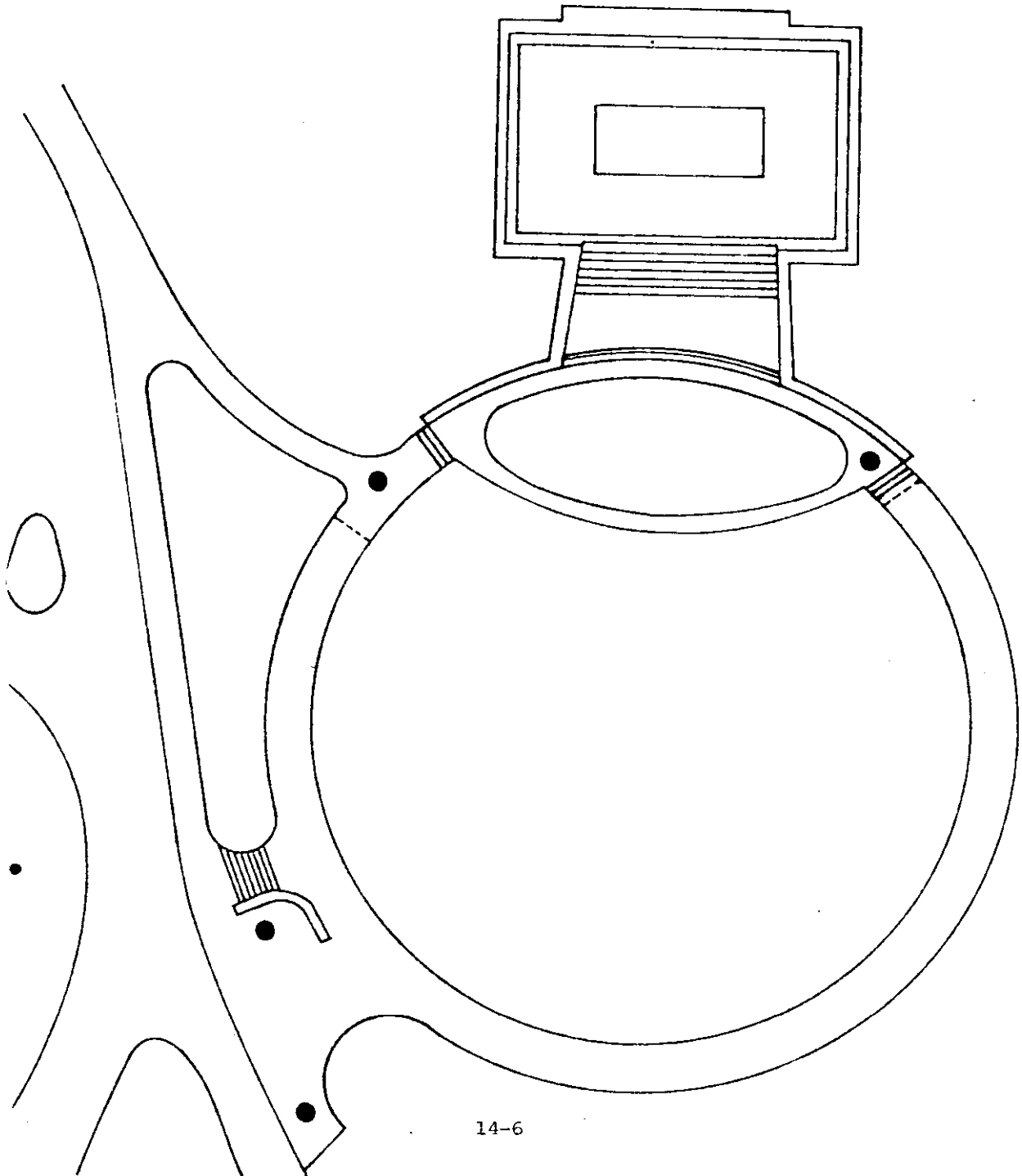
1. Host
2. Dignitary
3. Bugler
4. Wreath Bearer



ARMY HONOR WREATH CEREMONY

JFK GRAVESITE

CROWD CONTROL



## CHAPTER 15

### WREATH CEREMONY - JFK GRAVESITE

#### Section I. GENERAL

15-1. **AUTHORITY.** This ceremony will be conducted for dignitaries having national or international interest and who are being sponsored by a member of the Cabinet or by a member of Congress, when directed by the Department of the Army or Commanding General, Military District of Washington.

15-2. **COORDINATION.** Upon request for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with those agencies concerned to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

15-3. **HOST.** The host will be a company grade officer designated by the Commanding Officer, 3d US Infantry (The Old Guard).

15-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-
  - (1) Inform the CG, MDW.
  - (2) Plan and Direct ceremony.
  - (3) Supervise the execution.
  - (4) Coordinate details with host agency, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
  - (5) Brief the host and the dignitary, when required, on the sequence of events for the ceremony.
  - (6) Request photographic coverage of the ceremony for historical records.
- b. Superintendent, Arlington National Cemetery, will: Provide electrical power to support news media when requested by the Public Affairs Officer, MDW.
- c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will:
  - (1) Coordinate security requirements with appropriate agencies.
  - (2) Provide military security personnel as necessary.

d. Public Affairs Officer, MDW, will-

- (1) Coordinate all news media coverage of the ceremony.
- (2) Limit access to reserved press areas to authorized media representatives.
- (3) Maintain liaison with DOD and host agency press officers.

(4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

e. Staff Medical Advisor, MDW, will provide one (1) mobile aid station (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

f. Commanding Officer, 3d US Infantry (The Old Guard) will-

- (1) Provide a liaison officer.
- (2) Provide ceremonial and supporting troops as indicated herein.

15-5. **REPORTING TIME.** Thirty (30) minutes prior to the ceremony time.

15-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer five (5) minutes after troop reporting time. The following personnel will attend:

- a. Liaison Officer 3d US Infantry.
- b. Wreath bearer.

15-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## **Section II. TROOP LIST**

15-8. **CEREMONIAL ELEMENTS.** United States Army, 3d US Infantry (The Old Guard): provide one (1) wreath bearer.

15-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

- a. Liaison officer.
- b. Umbrella bearers as required.
- c. Wheelchair bearers as required.

### Section III. SEQUENCE OF EVENTS

#### 15-10. SEQUENCE OF EVENTS.

- a. The host will arrive approximately ten (10) minutes prior to the scheduled ceremony time and will await the arrival of the dignitary at the dismount point.
- b. The host will meet the dignitary and the MDW Ceremonies Officer will brief the ceremony. The host will escort the dignitary up the approach to the grave terrace with the remainder of the official party following.
- c. The host will escort the dignitary up the steps of the Kennedy grave terrace and halt on the grave terrace facing the grave marker. The official party will stop at the bottom of the steps and observe the ceremony.
- d. When the host, dignitary and official party are in position the wreath bearer moves forward and stops in front of the dignitary. The dignitary then touches the wreath, and moves forward as the wreath bearer backs toward the grave and places the wreath at the location indicated by the wreath bearer. The dignitary then returns to position beside the host facing the grave and renders the appropriate salute.
- e. The host will hold the salute for a period not to exceed twenty seconds, at which time the salute will be terminated. The host may then brief the dignitary on the gravesite and the inscriptions on the overlook. Upon completion of the visit the host will escort the dignitary down the walkway to the dismount point where the dignitary and party will depart.



CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
WREATH CEREMONY - JFK GRAVESITE

## Section IV

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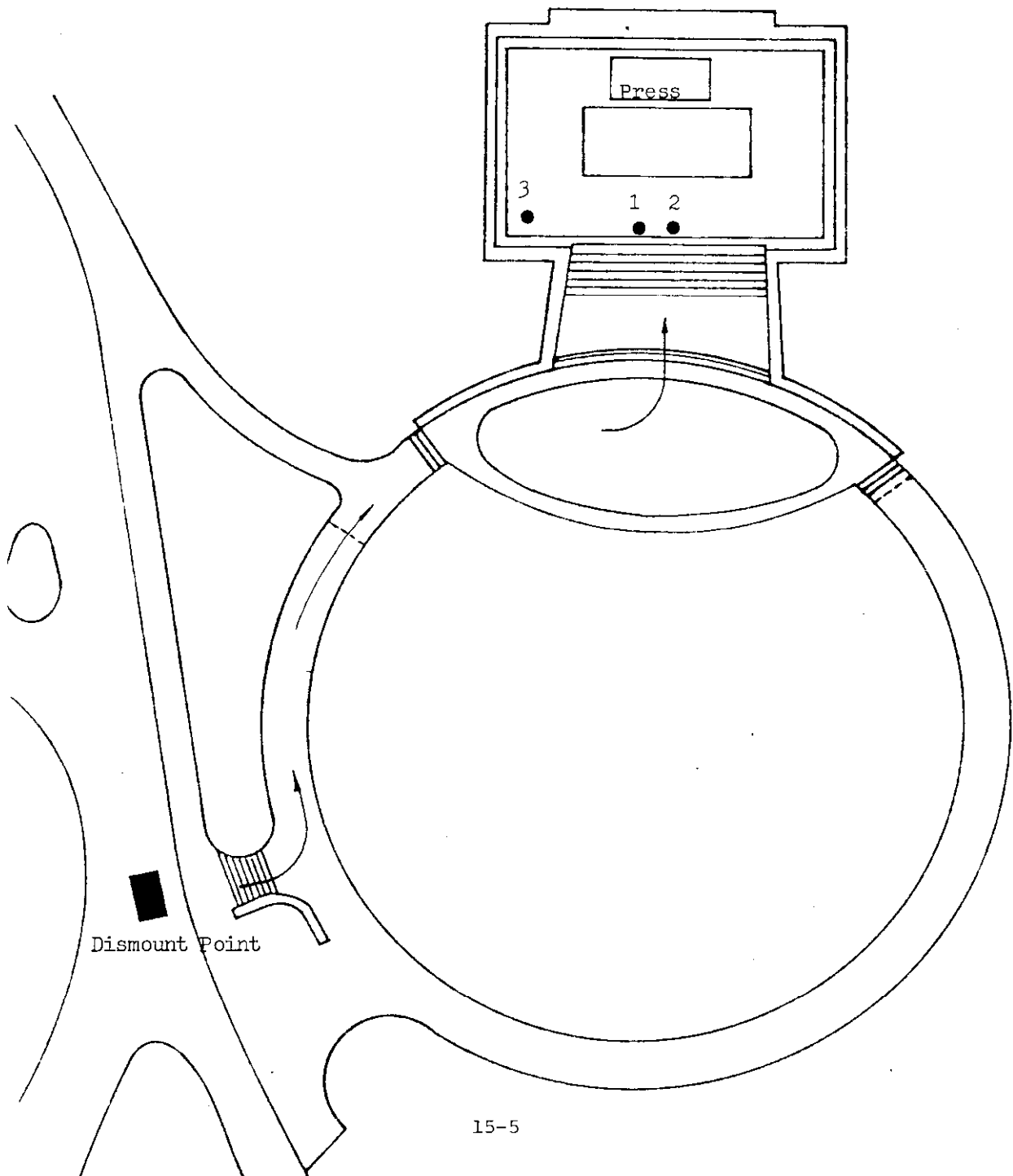
**CHAPTER 15**

**SECTION V**

**DIAGRAMS**

WREATH CEREMONY  
JFK GRAVESITE  
TROOP FORMATION

1. Host
2. Dignitary
3. Wreath Bearer



## CHAPTER 16

### ARMED FORCES FULL HONOR WREATH CEREMONY

WILLIAM H. TAFT

ARLINGTON CEMETERY

#### SECTION I. GENERAL

16-1. **AUTHORITY.** This ceremony will be conducted annually on 15 September as directed by the White House to commemorate the anniversary of the birth of President William H. Taft.

16-2. **COORDINATION.** Upon request from the White House for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with the White House to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

16-3. **HOST.** The Superintendent, Arlington National Cemetery, or the Deputy Superintendent will be the host. The Commanding General, Military District of Washington, is normally the presidential representative. A general officer designated by the Chief of Staff of the Army may serve as the presidential representative when the Commanding General, MDW, is not available. If the President appoints a representative other than the CG, MDW, then the CG, MDW, will act as host.

#### 16-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with the White House, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
- (4) Brief the host and the dignitary, or their representatives, on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with the White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

b. Superintendent, Arlington National Cemetery, will: Provide electrical power to support news media when requested by the Public Affairs Officer, MDW.

c. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

- (1) Coordinate security requirements with appropriate agencies.
- (2) Provide military security personnel as required.

d. Public Affairs Officer, MDW, will-

- (1) Coordinate all news media coverage of the ceremony.
- (2) Limit access to reserved press areas to authorized media representatives.
- (3) Maintain liaison with DOD and other agency press officers.
- (4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

e. Staff Medical Advisor, MDW, will provide one (1) mobile aid station, (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

f. Commanding Officer, 3d US Infantry, (The Old Guard), will-

- (1) Conduct traffic control and parking within Arlington National Cemetery.
- (2) Mark troop positions for the ceremony and provide a liaison officer to coordinate the assembly for the armed services.
- (3) Provide ceremonial and supporting troops as indicated herein.

g. Commanding Officer, The United States Army Band, (Pershing's Own), will provide musical support.

h. Commanding Officer, Marine Barracks, Washington, DC, will provide ceremonial troops as indicated herein.

i. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

j. Commander, 1100th Air Base Group, United States Air Force, will provide ceremonial troops as indicated herein.

k. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

l. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

16-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

16-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after the troop reporting time. The following personnel will attend:

- a. Commander of Troops (cordon commander).
- b. Liaison Officer 3d US Infantry.
- c. Color Sergeant, 3d US Infantry.
- d. Bugler.
- e. Drummer.
- f. Wreath Bearer.
- g. Senior Medic.

16-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## **Section II. TROOP LIST**

### **16-8. CEREMONIAL ELEMENTS.**

- a. Band: The United States Army Band (Pershing's Own) provide one (1) bugler and drummer.
- b. United States Army (Commander, 3d US Infantry (The Old Guard):
  - (1) Commander of Troops (cordon commander) one (1) Officer.
  - (2) Honor Cordon: Four (4) enlisted.
  - (3) Armed Forces Color Guard: Two (2) enlisted with the US Flag and the US Army flag and one (1) color guard with a weapon.
  - (4) Wreath Bearer: one (1) noncommissioned officer.
- c. United States Marine Corps, (Commanding Officer, Marine Barracks):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps flag and one (1) color guard with a weapon.
- d. United States Navy (Commandant, Naval District of Washington):
  - (1) Honor Cordon: Four (4) enlisted.
  - (2) Armed Forces Color Guard: One (1) enlisted with the US Navy flag.

e. United States Air Force (Commander, 1100th Air Base Group):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

16-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. Liaison officer.

b. Door openers: Two (2) enlisted personnel to open doors.

c. Umbrella bearers as required.

d. Wheelchair bearers as required.

e. Marking detail: Personnel to mark the ceremony site.

### **Section III. SEQUENCE OF EVENTS**

16-10. **SEQUENCE OF EVENTS.**

a. CG, MDW, or the dignitary representing the President, will arrive at the dismount point approximately ten (10) minutes prior to the scheduled ceremony time, and will be met by the host (Superintendent, Arlington National Cemetery or his representative) and the MDW Ceremonies Officer. The MDW Ceremonies Officer will conduct a short briefing.

b. Following the briefing the presidential representative and the host, followed by the chaplain, will move from the dismount point through the honor cordon to a position in front of the Taft Gravesite and halt.

c. When the official party is in position the chaplain will move forward and deliver a short prayer (all will uncover). At the conclusion of the prayer the chaplain will return to the position behind the host. The wreath bearer then moves forward and stops in front of the president's representative. When the president's representative touches the wreath, the honor cordon and colors will "PRESENT ARMS". The president's representative moves forward as the wreath bearer backs toward the grave, and places the wreath at the location indicated by the wreath bearer. The president's representative then returns to the position beside the host. As soon as the president's representative has returned to the position, the president's representative will face the gravesite and the drummer will sound four (4) muffled ruffles and the bugler will play TAPS. On the first note of the drum beat the host and president's representative will render the appropriate salute. At the conclusion of TAPS the host and president's representative will terminate their salute and the honor cordon and

colors will "ORDER ARMS". The host will then escort the president's representative back to the dismount point concluding the ceremony.

- d. Troops will then be dismissed.



CEREMONIAL AND SUPPORT TROOP CHECKLIST  
FOR  
ARMED FORCES FULL HONOR WREATH CEREMONY  
WILLIAM H. TAFT

## Section IV

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**CHAPTER 16**

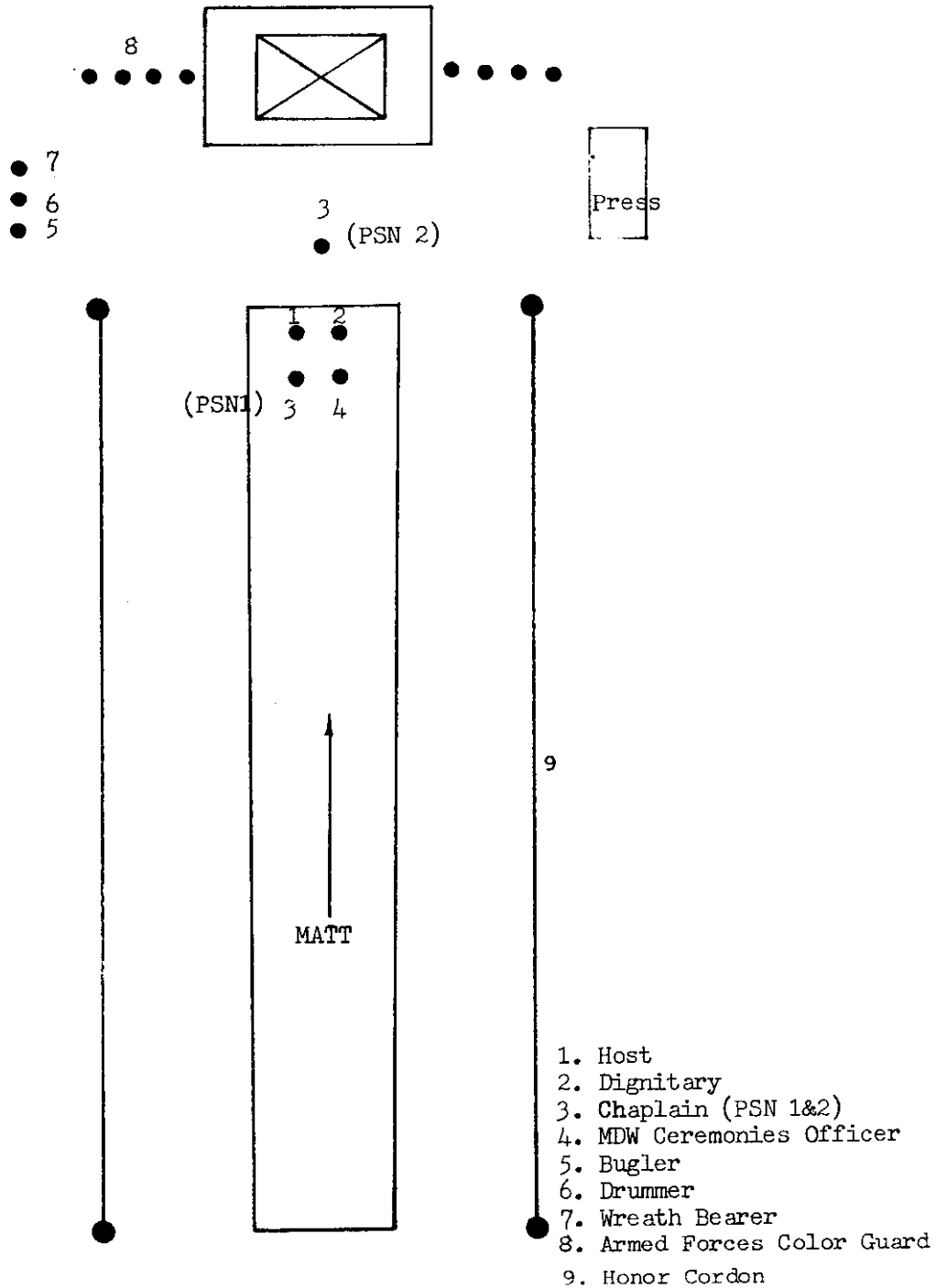
**SECTION V**

**DIAGRAMS**

# ARMED FORCES FULL HONOR WREATH CEREMONY

## TAFT GRAVESITE

### TROOP FORMATION



CHAPTER 17

ARMED FORCES FULL HONOR WREATH CEREMONY

WOODROW WILSON

WASHINGTON NATIONAL CATHEDRAL

Section I. GENERAL

17-1. **AUTHORITY.** This ceremony will be conducted annually on 28 December as directed by the White House commemorating the anniversary of the birth of President Woodrow Wilson. The Ceremony will be conducted without weapons and head gear.

17-2. **COORDINATION.** Upon request from the White House for this ceremony, the Director, Ceremonies and Special Events, MDW, is authorized to make direct contact with the appropriate agencies to coordinate the following:

- a. The composition of the official party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

17-3. **HOST.** The Canon of Washington National Cathedral will be the host. The Commanding General, Military District of Washington, will be the presidential representative. A general officer designated by the Chief of Staff of the Army may serve as the presidential representative when the Commanding General, MDW, is not available.

17-4. **RESPONSIBILITIES.**

- a. Director, Ceremonies and Special Events, MDW, will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.
- (3) Coordinate details with the appropriate agency, Department of Defense, Department of the Army, elements of this command, and other agencies as required.
- (4) Brief the host and the dignitary, or their representatives, on the ceremony.
- (5) Request photographic coverage of the ceremony for historical records.
- (6) Coordinate delivery of the wreath with one White House Military Office; the day before the ceremony, they will arrange for the wreath to be delivered an hour before the ceremony.

b. Public Affairs Officer, MDW, will-

(1) Assist the Public Affairs Office of Washington National Cathedral in Coordinating news media coverage, as necessary.

(2) Limit access to reserved press areas to authorized media representatives.

(3) Maintain liaison with DOD and host agency press officers.

(4) Coordinate armed forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

c. Staff Medical Advisor, MDW, will provide one (1) mobile aid station, (ambulance) with medical personnel to be stationed in a location designated by Ceremonies and Special Events.

d. Commanding Officer, 3d US Infantry (The Old Guard), will-

(1) Mark troop positions for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.

(2) Provide ceremonial and supporting troops as indicated herein.

e. Commanding Officer, The United States Army Band (Pershing's Own), will provide musical support.

f. Commanding Officer, Marine Barracks, Washington DC, will provide ceremonial troops as indicated herein.

g. Commandant, Naval District of Washington, will provide ceremonial troops as indicated herein.

h. Commander, 1100th Air Base Group, United States Air Force, will provide ceremonial troops as indicated herein.

i. Commanding Officer, United States Coast Guard Station, Alexandria, Virginia, will provide ceremonial troops as indicated herein.

j. Commander USA Audio-Visual Center will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

17-5. **REPORTING TIME.** One (1) hour prior to ceremony time.

17-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after troop reporting time. The following personnel will attend:

a. Commander of Troops (cordon commander).

b. Liaison Office, 3d US Infantry.

c. Color Sergeant, 3d US Infantry.

d. Senior Medic.

17-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

## Section II. TROOP LIST

### 17-8. CEREMONIAL ELEMENTS.

a. Band: The United States Army Band (Pershing's Own) will provide one (1) bugler and drummer.

b. United States Army (Commander, 3d US Infantry (The Old Guard)):

(1) Commander of Troops (cordon commander) one (1) Officer.

(2) Honor Cordon: Four (4) enlisted.

(3) Armed Forces Color Guard: Two (2) enlisted with the US Flag and the Army flag and one (1) color guard with a weapon.

c. United States Marine Corps, (Commanding Officer, Marine Barracks):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Marine Corps flag and one (1) color guard with a weapon.

d. United States Navy (Commandant, Naval District of Washington):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Air Force flag.

f. United States Coast Guard (Commanding Officer, US Coast Guard Station, Alexandria, Virginia):

(1) Honor Cordon: Four (4) enlisted.

(2) Armed Forces Color Guard: One (1) enlisted with the US Coast Guard flag.

### 17-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

a. Liaison Officer.

b. Marking Detail: Personnel to mark the ceremony site.

### Section III. SEQUENCE OF EVENTS

#### 17-10. SEQUENCE OF EVENTS.

a. CG, MDW, or a representative will arrive approximately ten (10) minutes prior to the scheduled ceremony time. The president's representative, will be met by the host (Canon, Washington National Cathedral or a representative), and the MDW, Ceremonies Officer at the dismount point, and escorted to the slype where the MDW, Ceremonies Officer will conduct a short briefing.

b. Following the briefing the president's representative, and the host will move from the slype through the honor cordon to a position in front of the Tomb.

c. When the official party is in position, the Canon will deliver a short prayer. At the conclusion of the prayer the wreath bearer moves forward and stops in front of the president's representative when the president's representative touches the wreath the honor corbon and colors will "PRESENT ARMS". The president's representative, moves forward as the wreath bearer backs toward the tomb and places the wreath at the location indicated by the wreath bearer, the presidents representative then returns to the position beside the host facing the Tomb. The drummer sounds four (4) muffled ruffles and the bugler plays TAPS. On the first beat of the drum, the host and the president's representative will render the appropriate salute. At the conclusion of TAPS the host and presidents representative will terminate their salute and the honor cordon and colors will "ORDER ARMS." The host will then escort the president's representative back to the slype concluding the ceremony.

d. Troops will then be dismissed.

## Section IV

17-5



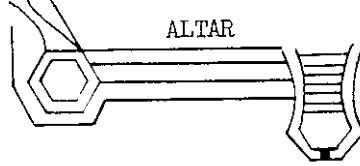
**CHAPTER 17**

**SECTION V**

**DIAGRAMS**

# DIAGRAM

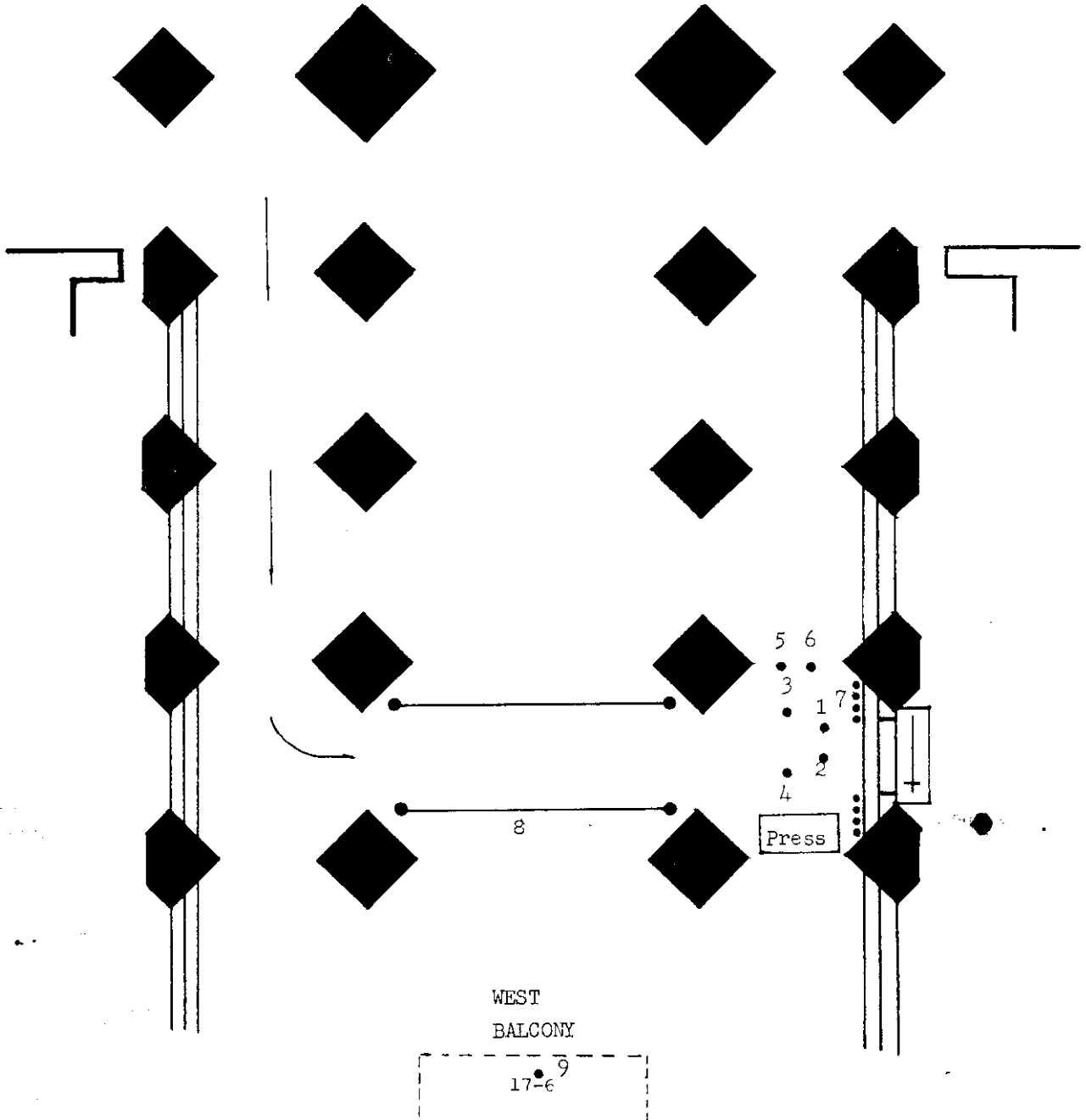
WASHINGTON NATIONAL CATHEDRAL



ALTAR

1. Host
2. Dignitary
3. Verger
4. Crucifer
5. Drummer
6. Wreath Bearer
7. Armed Forces Color Guard
8. Honor Cordon
9. Bugler

CENTER  
NAVE



## CHAPTER 18

### WREATH CEREMONIES AT MONUMENTS WITHIN THE WASHINGTON, DC AREA

#### Section I. GENERAL

18-1. **AUTHORITY.** When directed by the Department of Defense this ceremony will be conducted for foreign dignitaries of cabinet or congressional rank when accompanied by their ambassador.

18-2. **COORDINATION.** Upon receipt of a request for this ceremony, the Director, Ceremonies and Special Events, MDW will first coordinate with the Foreign Liaison Office, DA and the appropriate desk officer, Department of State. When both the Department of State and Department of the Army Foreign Liaison indicate no objections to the Ceremony, the following will be coordinated with those agencies concerned to include the appropriate Embassy:

- a. The composition of the party.
- b. The names of dignitaries who will be present during the ceremony.
- c. Special requirements.

18-3. **HOST.** The host will be a field grade officer designated by the Commanding Officer, 3d United States Infantry (The Old Guard).

#### 18-4. **RESPONSIBILITIES.**

a. Director, Ceremonies and Special Events, MDW will-

- (1) Plan and Direct the ceremony.
- (2) Supervise the execution.

(3) Coordinate details with the appropriate agencies, Department of Defense, Department of the Army, elements of the command and other agencies as required.

- (4) Request photographic coverage of the ceremony for historical records.

b. Deputy Chief of Staff for Operations, Plans and Security, MDW, will-

- (1) Coordinate security requirements with appropriate agencies.
- (2) Provide military security personnel as necessary.

c. Public Affairs Officer, MDW, will-

(1) Assist the National Park Service in coordinating press coverage, as necessary.

(2) Coordinate all Armed Forces photography. Official Army photographers will receive instructions from MDW Ceremonies and Special Events.

d. Staff Medical Advisor, MDW, will provide one (1) mobile aid station, (ambulance) with medical personnel to be stationed at a location designated by Ceremonies and Special Events.

e. Commanding Officer, 3d United States Infantry, (The Old Guard), will-

(1) Mark troop positions for the ceremony and provide a liaison officer to coordinate the assembly of the armed services.

(2) Provide ceremonial and supporting troops as indicated herein.

f. Commanding Officer, The United States Army Band (Pershing's Own) will provide musical support.

g. Commander, USA Audio-Visual Center, will provide adequate photographic coverage as directed by Director, Ceremonies and Special Events.

18-5. **REPORTING TIME.** One (1) hour prior to the ceremony time.

18-6. **BRIEFING.** A key personnel briefing will be conducted by the MDW Ceremonies Officer ten (10) minutes after troop reporting time. The following personnel will attend:

a. Commander of Troops (cordon commander).

b. Liaison Officer, 3d US Infantry

c. Color Sergeant, US and Foreign Colors.

d. Senior Medic.

18-7. **REHEARSAL.** A rehearsal will be conducted by the MDW Ceremonies Officer prior to the ceremony as required.

18-8 **CEREMONIAL ELEMENTS.**

## **Section II. TROOP LIST**

a. Band: The United States Army Band (Pershing's Own) will provide one (1) bugler.

b. United States Army, 3d United States Infantry (The Old Guard):

(1) Host: One (1) field grade officer.

(2) Commander of Troops (cordon commander) one (1) Officer.

(3) Honor Cordon: Twenty (20) enlisted (Maximum).

(4) Color Guard: one (1) color bearer with the United States flag, two (2) color guards with weapons.

(5) Foreign Color Guard: One (1) color bearer with the foreign flag, two (2) color guards with weapons.

(6) Wreath bearer: One (1) enlisted.

18-9. **SUPPORTING ELEMENTS.** United States Army (3d US Infantry (The Old Guard)):

- a. Liaison officer/NCO one (1).
- b. Door openers: Two (2) enlisted.
- c. Umbrella bearers as required.
- d. Wheelchair bearers as required.
- e. Marking detail: Personnel to mark the ceremony site.

### **Section III. SEQUENCE OF EVENTS**

18-10. **SEQUENCE OF EVENTS.**

a. The host will arrive approximately ten (10) minutes prior to the scheduled ceremony time and will await the arrival of the dignitary at the dismount point.

b. The host will meet the dignitary and the MDW Ceremonies Officer will conduct a short briefing of the ceremony. The host will escort the dignitary up to the front of the monument with the remainder of the official party following.

c. The host and dignitary will halt in front of the monument. The official party will observe the ceremony.

d. When the dignitary and official party are in position the wreath bearer will move forward and stop in front of the dignitary. When the dignitary touches the wreath the honor cordon will "PRESENT ARMS". The dignitary moves forward, as the wreath bearer backs toward the monument, places the wreath at the location indicated by the wreath bearer and returns to the position beside the host, facing the monument. The bugler will play TAPS. The dignitary and host will salute on the first note of TAPS and terminate their salute at the conclusion of TAPS. The honor cordon will "ORDER ARMS" and the host will escort the dignitary back to the dismount point where the dignitary and party will depart.

e. Troops will then be dismissed.

## Section IV

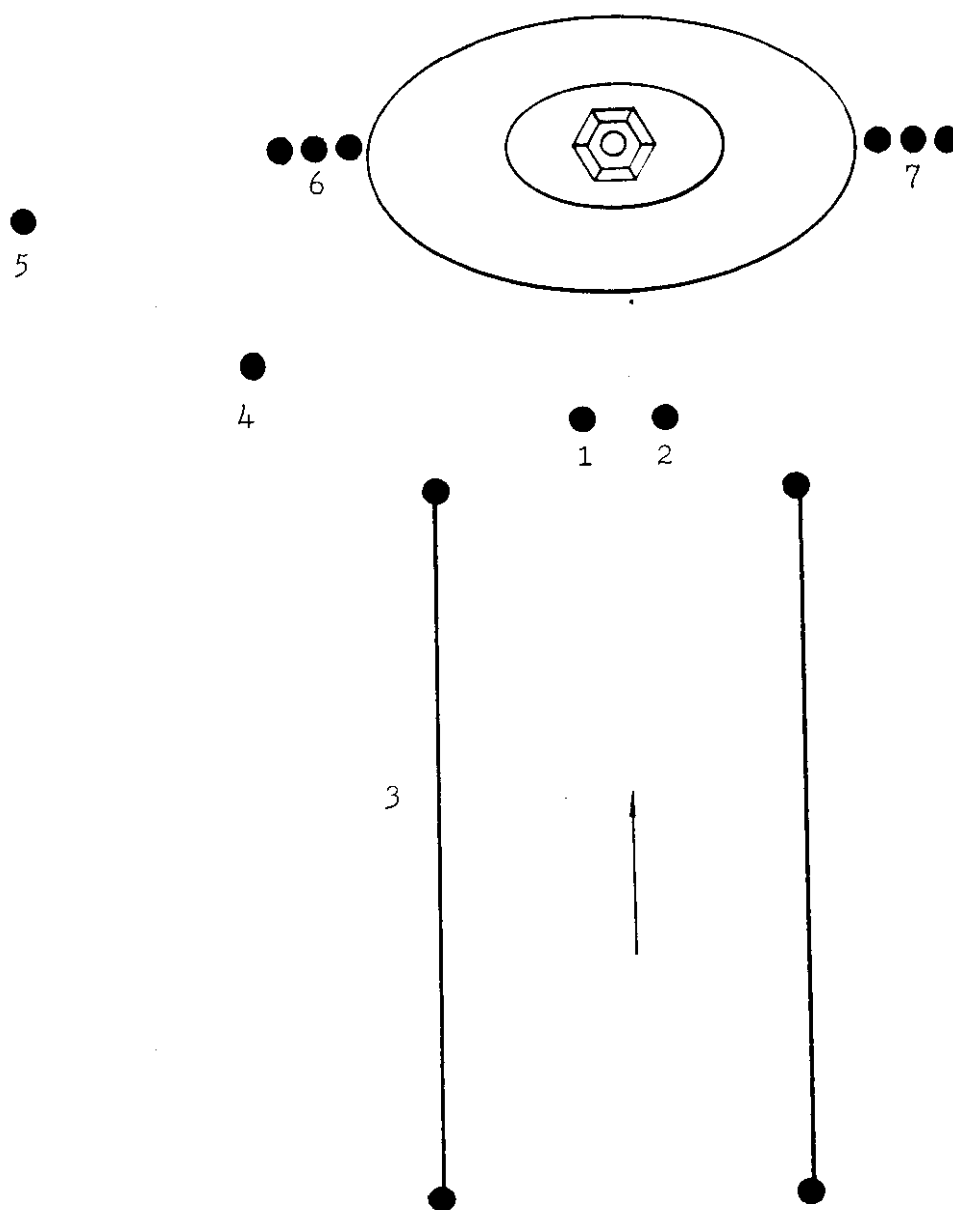
18-4

**CHAPTER 18**

**SECTION V**

**DIAGRAMS**

DIAGRAM  
MONUMENT



1. Host
2. Dignitary
3. Honor Cordon
4. Wreath Bearer
5. Bugler
6. US Color Guard
7. Foreign Color Guard



The proponent of this pamphlet is the Directorate of Ceremonies and Special Events. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, MDW, ATTN: ANC&SE, Fort Lesley J. McNair, Washington, DC 20319.

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